Council Meeting of December 17, 2014

Agenda Item No. 66

REQUEST FOR COUNCIL ACTION

SUBJECT: CITY FACILITY USE ORDINANCES AND POLICIES

SUMMARY: Presentation and review of draft ordinances and policies related to

the public's use of City buildings and parks.

FISCAL:

IMPACT: None.

STAFF RECOMMENDATION:

Staff recommends that the City Council review draft ordinances and policies and provide direction to staff to return to a future City

Council meeting for discussion and possible action.

MOTION RECOMMENDED:

None. This item is presented for review for possible action at a

future City Council meeting.

Prepared by:

Julie Brown

Events Coordinator

Reviewed by:

Brian Clegg

Parks Director

Reviewed as to legal form:

Recommended by:

Darien Alcorn

Deputy City Attorney

Bryce Haderlie

Interim City Manager

BACKGROUND DISCUSSION:

The Events Coordinator, Parks Department and Legal Department have worked over the last year or more on addressing issues raised by various groups, such as athletic leagues, related to use of City park facilities. Primarily, the questions were related to the reservation process, the type and extent of use that would be allowed and the time of year that certain facilities would be available. City staff met with league representatives to review the City Code and the West Jordan Facility Use Policy and have incorporated their suggestions to address concerns. Complete drafts of the proposals are included with this request for council action. To clarify some of the specific revisions and the reasons behind them, some items are summarized below. It may be noted that while fees have also been raised as a concern, the fees are adopted by City Council as part of the annual fee schedule and the amounts are not addressed in the City Code sections or the Facility Use Policy being presented and reviewed.

Proposed Text Amendments

During this process, it was also noted by staff that the existing Facility Use Policy contained some information and requirements that would be more appropriately addressed in the City Code, specifically Title 3, Chapter 5 "Rental of City Building Facilities" and Title 8, Chapter 13 "Parks and Recreation." The attached drafts of those chapters reflect staff's proposed revisions to the City Code to meet this need and also to add and clarify some of the existing provisions as follows:

- 1. A list of available rooms and buildings is proposed in section 3-5-1 to clarify building facilities that are available for reservation by the public.
- 2. Section 3-5-2 was added to cover reservations, state that the reservations are permitted and specify cancellation requirements. This section also gives the time limits for scheduling a reservation (no less than two weeks and no more than 11 months prior to the use).
- 3. Fees are still as set forth in the fee schedule that is adopted by the City Council each year, but clarifying language was also included in section 3-5-3 to describe the requirement for deposits to be paid to the City to cover any repairs or cleaning that the City performs after the use.
- 4. Requirements of Title 3, Chapter 5 regarding smoking, alcoholic beverages, City Manager authority and conditions for denial remain the same except that holding an activity on a Sunday is no longer a reason for denial (as Pioneer Hall is now rented by the City and is available for Sunday rentals with a higher rental fee), and staff is proposing to add as a reason for denial any withholding of a deposit for a past reservation within the previous 3 years.
- 5. Section 8-13-1 has been updated to include all of the City's current park facilities and to reclassify the Arena as a City recreational facility, not a park. A definitions section has also been added to clarify some of the terms that are used by City staff related to City facilities and reservation of City facilities.
- 6. The hours of operation in section 8-13-2 have been updated to: (a) use specific and more clearly understood times; (b) clarify that City parks are seasonal and have no

snow removal, less trash removal and no restrooms during certain months; (c) clarify the reservation procedures, especially for leagues for which City Council has directed staff to define the time periods during which tournament reservations and league play reservations can be submitted; (d) state the cancellation policy for reservations, including that seasonal reservations and tournaments will not receive a refund (this is due to the advance priority these reservations receive that would prevent other users from reserving the facility).

- 7. The fees for park reservations are still as adopted by the City Council in the fee resolution, but as with building reservations, the use of deposits is clarified in section 8-13-15.
- 8. The list of prohibited activities in section 8-13-6 has been updated to include additional needed prohibitions, clarify certain requirements and reformat.
- 9. Regulations related to smoking, and the City Manager's authority are the same.
- 10. Change pavilion rental timeframe to one all-day rental rather than two half-day rentals, which will save staff time and simplify the process.

Proposed Facility Use Policy

City staff met with the leagues that use City athletic fields and concession stands for baseball, football and soccer. Baseball is held at the Veterans Memorial Park and the Ron Wood Baseball Complex, football is held at Constitution Park, and soccer is held at the Utah Youth Sports Complex. City staff has sought direction from City Council and the City Manager and it was determined that the following should be addressed:

- (1) Clarify what constitutes a youth league;
- (2) Have a time to apply that is earliest for the highest priority use (tournaments), later for the second priority use (league seasonal use) and later for lower priority use, etc.; and (3) Allow the City Manager discretion to require a lease if needed for use of concession stands.

Although some provisions of the Facility Use Policy were moved to the City Code sections discussed above, some of the concerns were addressed in the proposed Facility Use Policy as follows:

- 1. "Reservation Priorities for City Facilities" are addressed on page 11 (section IV.E.). They are first requested, first assigned. However, for simultaneous requests that will occur during the same application period (i.e. tournaments, seasonal league reservations), they are as follows: (a) City Events; (b) City-Sponsored Events; (c) Special Events; (d) league over non-organized ad hoc group; (e) youth over adult; (f) group without policy violations in the last three years; (g) leagues are scheduled in the order of percentage of West Jordan residents (highest to lowest); (h) historical use; (i) after consideration of all other factors, the date and time of the submitted application will be the tie-breaker if needed (not likely). As stated in the proposed Facility Use Policy, some of these priorities apply only to athletic fields and would not be used for a building, pavilion or other park reservation.
- 2. "Consideration of Application" (section IV.C.1.g) allows for tournaments to be scheduled with a minimum of one week between each.

- 3. Concession stands are addressed in section IX of the proposed Facility Use Policy beginning on page 16. The prior policy linked use of concession stands to use of the adjacent athletic fields. As there did not appear to be a City need to include this restriction, it has been removed. However, a person or entity reserving the athletic field would have priority if the concession stand request were submitted concurrently. While concession stands are available for seasonal rental, it has been clarified that temporary snack bars must be on a case-by-case basis. This is due to Salt Lake County Health regulations. The proposed policy clarifies that applications for concession stands and temporary snack bars may be received no less than two weeks and no more than 11 months in advance and that a seasonal permit may be available or a lease may be required at the discretion of the City Manager. Storage in concession stands is allowed between uses, at the risk of the user, but must be removed prior to reservation dates and times of other users, two days after the last reservation of the season and at the request of the City.
- 4. Other policies regarding fees and deposits, park closures, ability to exclude others from reserved areas, inflatable toys, denial of permits, maintenance, use of outside equipment or maintenance by others, lost/stolen/damaged property, grilling, fees and deposits, service in lieu of fees, inspections by users, compliance with laws, keys and combinations for locks, insurance and special event permits have not changed except for reformatting and other minor revisions to improve readability.

Chapter 5 RENTAL OF CITY BUILDING FACILITIES

3-5-1: DESIGNATION OF CITY BUILDING FACILITIES AVAILABLE FOR RESERVATION:

3-5-2: RESERVATIONS FOR USE:

3-5-3: FEES

3-5-4: REGULATIONS:

3-5-5: CONDITIONS FOR DENIAL:

3-5-1: DESIGNATION OF CITY BUILDING FACILITIES AVAILABLE FOR RESERVATION:

For purposes of this chapter, the following are city building facilities that may be subject to reservation:

Name	Location	Capacity
City Hall:	8000 South Redwood Road	
Community Room	1 st Floor	102
Council Chambers	3 rd Floor	126
Observatory	4 th Floor	15
Room 331	3 rd Floor	13
Schorr Gallery	3 rd Floor	19
Justice Center: Community Room	8040 South Redwood Road	164
Pioneer Hall	1137 West 7800 South	118
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3-5-2 RESERVATIONS FOR USE:

A. Permitted: The building facilities specifically identified in this chapter may be reserved in accordance with this chapter and applicable city rules, policies and processes. Except at Pioneer Hall, parking lots may not be reserved. Limited space within an adjacent parking lot may be

reserved if expressly specified in a reservation or permit approved or issued by the city manager or designee in accordance with city code and applicable city rules, policies and procedure.

B. Reservation Procedure:

- 1. General: The city manager or designee will receive, and approve or deny, reservation requests. Reservation requests must be received at least two (2) weeks but no more than eleven (11) months prior to the time and date of the reservation. The city manager may, but is not required to, consider late reservations.
- 2. Other City Property: City buildings or building space not specifically listed in section 3-5-1 are not available for reservation.
- 3. Special Events: Special events must be scheduled through the special event permit rules, policies and procedure prescribed and adopted by the city manager.
- 4. Multi-Day Reservations: Multi-Day reservations may be requested but will require personal items and property to be removed each day for at least three (3) hours.
- 5. Cancellation of Reservations: Reservations may be cancelled at any time up to twenty-four (24) hours before the reserved date and time. Reservation fees will be refunded at the following rates: (a) 100% refund for a cancellation that is received by the city manager or designee in writing at least ninety (90) days before the reserved date and time; (b) 50% refund for a cancellation that is received by the city manager or designee in writing between eighty-nine (89) days and thirty (30) days before the reserved date and time; (c) 25% refund for a cancellation that is received by the city manager or designee in writing less than thirty (30) days and more than twenty-four (24) hours before the reserved date and time. Reservations will not be cancelled and a refund will not be available if the cancellation is not received in writing more than twenty-four (24) hours before the reserved date and time. Fees other than reservation fees are non-refundable unless otherwise expressly stated.
- C. Rules, Policies and Processes: The city manager or designee is authorized to prescribe and adopt rules, policies and processes for the effective implementation of this section, provided such rules, policies and processes are not inconsistent with the provisions of this section.

3-5-3: FEES:

- A. Rental Fees: The fees for city building facility use shall be set forth in a fee schedule, which shall be on file in the office of the city clerk-recorder, with a copy to be maintained and made available to the public in the office of the finance department. The fees and schedule shall be established by resolution of the city council following a public hearing, and may be amended from time to time as necessary.
- B. Deposits: In accordance with adopted regulations, policies and practices adopted by the city manager, the city manager will collect from each individual or organization a cleanup fee in an amount set forth by resolution in a fee schedule. The city manager shall return the entirety of the cleanup fee to the individual or organization that furnished the fee unless, in the reasonable opinion of the city manager, the individual or organization failed to keep the city building facility clean and free from damage. If the individual or organization failed, the city manager will retain an appropriate amount of the cleanup fee to reimburse the city for its expenses of cleanup and repairs. If the cleanup fee is insufficient, the city manager may provide an invoice to the individual or organization, which shall pay the invoice within thirty (30) days after receipt. The city manager's decision not to

refund the cleanup fee or to refund only a portion of the cleanup fee may be appealed to the city council, whose decision shall be final.

3-5-4: REGULATIONS:

- A. Alcoholic Beverages; Smoking: No alcoholic beverages may be possessed or consumed within the city building facilities, except for private functions as approved by the city council. In accordance with the Utah clean indoor air act, Utah Code Annotated section 26-38-1 et seq., smoking is prohibited within all areas of city building facilities.
- B. Authority of the City Manager: The city manager may adopt and enforce appropriate regulations, forms, policies and practices, not inconsistent with the provisions of this chapter, pertaining to:
- 1. The rental and usage of city building facilities, except that the rental fees will be as adopted by the city council;
- 2. When the payment of a security or cleanup deposit is required, except that the amount of the deposit will be as adopted by the city council;
- 3. The conditions upon which the security or cleanup deposit (or a portion) will be returned;
- 4. The procedures for reservations of the facility;
- 5. Whether and under what conditions refreshments may be served and consumed; and
- 6. Other reasonable issues pertaining to the use of the public resource. (2001 Code § 2-9-101)

3-5-5: CONDITIONS FOR DENIAL:

Notwithstanding any provision of this section to the contrary, the city manager will not be required to allow reservation of city building facilities by any person, group or organization, when:

- A. In the reasonable opinion of the city manager or designee, such person, group or organization would damage or misuse city property;
- B. In the reasonable opinion of the city manager or designee, the proposed usage of the facilities would be disruptive of or burdensome upon ongoing city activities;
- C. The proposed activity will recur at a frequency such that the organization holding the activity is similar to other organizations that own or rent other facilities within the community, and the rental of the city building facility is for the economic advantage of the organization;
- D. The use of the facility by the organization will not further a public, civic or community-wide purpose; or
- E. Within the previous three years, the person or entity requesting or using the reservation had a portion or all of a deposit withheld for a past reservation or permit for use of any city building, park or recreational facility.

F.	The proposed activity will require the unreasonable relocation or repositioning of the fixtures, furniture or other elements of the building facility. (2001 Code § 2-9-101)					

Chapter 13 PARKS AND RECREATION

8-13-1: DESIGNATION OF PARKS:

8-13-2: HOURS OF OPERATION:

8-13-3: RESERVATIONS FOR USE:

8-13-4: FEES:

8-13-5: PROHIBITED ACTIVITIES IN CITY PARKS:

8-13-6: ADMINISTRATIVE REGULATIONS:

8-13-7: SMOKING PROHIBITED IN CERTAIN AREAS OF PUBLIC PARKS:

8-13-1: DESIGNATION OF PARKS AND OTHER RECREATIONAL FACILITIES:

A. Name and Location of City Parks: For purposes of this chapter, the following are city parks:

10 P. 1 STANSON STANSO	200 - 19 - 19
Bateman Pond	7140 South 1100 West
Beargrass Park	5113 West Crus Corvi Road
Bicentennial Park	1900 West 7000 South
Brigadoon Park	9331 South Mac Duff (1450 West)
Brown's Meadow Park	2490 West 9160 South
Camelot Park	1975 West 7225 South
Colonial Estates Park	2000 West 6888 South
Constitution Park	3330 West 7010 South
Country Squire Park	3756 West Saddler Drive (8550 South)
Crus Corvi Park	5294 West Crus Corvi Road
Dixie Valley Park	3620 West 6449 South
Dora Lee Park	4480 West Bingham View Drive (8583 South)
Eagle Park	5200 West 7530 South
Facet Way Park	8140 South 5300 West
Grizzly Park	7400 South Grizzly Way
Handcart Park	2868 West 6620 South

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Harvest Estates Park	2304 West 6855 South
Jordan Meadow Park	2200 West 7550 South
Lindsey Park (Henderson)	3850 West 8015 South
Lobelia Park	6466 South Lobelia Drive (5030 West)
Maples Park #1	7800 South 6650 West
Maples Park #2	7498 South Valley Maple Drive (6730 West)
McHeather Park	1440 West 6935 South
Meadow Green Farms Park	3000 West 8400 South
Noble Heights Park	3774 West 7910 South
Oaks Park East	8200 South Fall Oak Drive (6180 West)
Oaks West Park	8200 South 6700 West
Park Village Park	4800 West 7030 South
Plum Creek Park	8300 South Stratford Lane (1470 West)
Pocket Park	2200 West 7800 South
Railroad Park	4600 West New Bingham Highway
Ranches Park #1 / Commons	5268 West Ranches Park Lane (7350 South)
Ranches Park #2	5180 West Swiftwater Way (7910 South)
Ron Wood Memorial Park	6000 West New Bingham Highway
Ron Wood Park Phase II	6000 West New Bingham Highway
Senior Housing Park	2200 West Sugar Factory Road (8200 South)
Shadow Mountain Park	5065 West 7400 South
Siena Vista	5600 West 7000 South
Utah Youth Sports Complex	4000 West 7900 South
Stone Creek Park	4860 West Amethyst Drive (8030 South)
Stone Creek Park Phase II	5196 West Amethyst Drive (8030 South)
Sunset Cove Park	4810 West New Bingham Highway

Sycamore Ridge Park	7398 West New Sycamore Drive
Sycamore Trail Park	7208 West New Sycamore Drive
Teton Estates Park	9339 South Targhee Drive (4160 West)
Veterans Memorial Park	1985 West 7800 South
Vista West Park	9098 South Winthrope Drive (3695 West)
West Jordan Meadows A	7530 South Bridle Creek Drive (5200 West)
West Jordan Meadows B Park	5360 West 7530 South
Wildflower Detention Park	9200 South 5200 West

(2001 Code § 58-1-101; amd. Ord. 10-26, 9-8-2010; Ord. 11-29, 9-14-2011)

B. Name and Location of Other Recreational Facilities: For purposes of this chapter, the following are city recreational facilities:

Arena	8035 South 2200 West

C. Definitions: The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

APPLICANT: The person or entity that applies for a reservation or permit to reserve a city park or recreational facility.

ARENA: The city's rodeo arena, located at the address stated in this section.

CITY EVENT: an event that:

- 1. is planned, organized and controlled by: (a) city personnel; (b) city contractors; (c) elected city officials; or (d) city committee members or other volunteers; and
- 2. is funded pursuant to a budget adopted by the city council; and
- 3. for purposes of liability, the city has either: (a) determined the event to fall within the purview of city insurance or other similar city coverage; or (b) required another person or entity to indemnify the city; and

4. is not a city sponsored event as defined below.

CITY SPONSORED EVENT: an event where the city's involvement is limited to lending of the city's name or financial or in-kind support.

CITY PARKS: Those facilities identified in this section and their environs, including but not limited to athletic fields, pavilions, picnic areas, concession stands, traveled ways, sidewalks, parking lots, restrooms, and tot lots.

CITY RECREATIONAL FACILITIES: Those facilities identified in this section and their environs, including but not limited to concession stands, traveled ways, sidewalks, parking lots and restrooms.

CONCESSION STAND: A permanent structure, owned by the city, where food and beverages may be sold or served. Concession stands are equipped with hot and cold running water and sinks. There are no grills or vents, except a full kitchen is available at the concession stand located within the arena. Where there is a full kitchen, a fire extinguisher is provided.

SPECIAL EVENT: Any activity for which a city building, park or recreational facility is being reserved, or a permit is being issued, and which meets at least one of the following criteria: (1) 200 or more attendees are expected; (2) additional city services are required; (3) the activity is an athletic tournament; (4) inflatable toys or similar items will be set up; or (5) a fee will be charged for admission or participation.

SPECIAL EVENT PERMIT: A permit issued pursuant to city policy for a special event.

USERS or VISITORS: Any person who is present in a city park or recreational facility, whether by reservation, permit or otherwise.

8-13-2: HOURS OF OPERATION AND SEASON:

- A. Open Season: City parks are open to the public starting the first Monday in April and are closed to the public starting the first Sunday in October until the following first Monday in April. City recreational facilities and concession stands are not open to the public and may be occupied and used only by reservation or permit, except that the city may reserve the arena for designated periods of public access.
- B. Open Hours: Except Veterans Memorial Park, city parks are open to the public from 6:00 a.m. to 10:00 p.m. during the open season. The Veterans Memorial Park is open from 6:00 a.m. to 11:00 p.m. during the open season. City parks are closed during all other hours of the day. (2001 Code § 58-1-102; amd. 2009 Code)
- C. Other Park Closures: At the sole discretion of the city, any city park or any area within a city park may be closed during open season or hours for any reason for the convenience of the city or to provide for the public health and safety. Reasons for closures may include, but are not limited to, safety, preservation of landscaping, protection of athletic field conditions, construction or performance of maintenance or repair work.
- D. Public Use Subject to Reservations. When a city park, recreational facility, or any area therein, is reserved, it will not be open to the public during the reserved time. Any person or entity that has reserved a city park, recreational facility, or area therein may exclude the public from the reserved area and may request assistance from the city in doing so. The reserved area will be considered closed to the public during the times expressly specified in a reservation or permit approved or issued by the city manager or designee.

E. Entry Prohibited; Exceptions: Use, occupancy or entry into city parks, recreational facilities, or any area therein during seasonal, daily or other closures or reservations is prohibited, except by a reservation or permit holder during times expressly specified in the reservation or permit. Use, occupancy or entry into city recreational facilities and concession stands is prohibited, except by reservation or permit approved or issued by the city manager or designee in accordance with city code and applicable city rules, policies and procedures.

8-13-3: RESERVATIONS FOR USE:

A. Permitted: City parks, recreational facilities, concession stands, and areas therein, may be reserved in accordance with this chapter and applicable city rules, policies and procedures. Tot lots, traveled ways, sidewalks and restrooms may not be reserved. Limited space within parking lots may be reserved if expressly specified in a reservation or permit approved or issued by the city manager or designee.

B. Reservation Procedure:

- 1. General: The city manager or designee will receive, and approve or deny, reservation requests. Reservation requests must be made and paid at least twenty-four (24) hours prior and weekend reservation must be made and paid in full at least one (1) week prior to the time and date of the reservation but no more than eleven (11) months prior to the time and date of the reservation; except for special events, seasonal reservations and athletic tournaments, as set forth below. The city manager may, but is not required to, consider late reservations.
- 2. Other City Property: Unless listed in section 8-13-1, City owned properties such as unimproved open space, public streets, sidewalks, plazas and the city cemetery are not city parks. A reservation for use of open space or cemetery may be available through a special event permit. Use of public streets and sidewalks may require an encroachment permit pursuant to city code.
- 3. Special Events: Special events must be scheduled through the special event permit rules, policies and procedures prescribed and adopted by the city manager.
- 4. Seasonal Reservations and Athletic Tournaments:
- a. Seasonal reservations may be requested for athletic fields, concession stands and the arena. Application for seasonal reservations during the current calendar year may be made on or after the first business day in January.
- b. Reservations for athletic tournaments may be requested for athletic fields. Application for tournament reservations may be made on or after the first business day in October for the next calendar year.
- c. Applications must comply with this chapter and applicable rules, policies and procedures. For seasonal reservations of athletic fields, compliant applications must be received by the city manager or designee no later than 5:00 p.m. on the last business day in February. For athletic tournaments, compliant applications must be received by the city manager or designee no later than 5:00 p.m. on the last business day in November. Late applications may be reviewed by the city manager. Timely applications will be reviewed and, if approved, reservations will be scheduled before late applications may be reviewed or considered. Noncompliant applications will not be approved and, if resubmitted as compliant applications, may be treated as untimely.

d. The various athletic fields will be scheduled according to applicable city rules, policies and procedures, and the applicants will be notified of the schedule not later than the last business day in March. (2001 Code § 58-1-103)

5. Cancellation of Reservations:

- a. Except for seasonal reservations and tournaments, reservations may be cancelled at any time up to twenty-four (24) hours before the reserved date and time. Reservation fees will be refunded at the following rates: (a) 100% refund for a cancellation that is received by the events coordinator in writing at least ninety (90) days before the reserved date and time; (b) 50% refund for a cancellation that is received by the events coordinator in writing between eighty-nine (89) days and thirty (30) days before the reserved date and time; (c) 25% refund for a cancellation that is received by the events coordinator in writing less than thirty (30) days and more than twenty-four (24) hours before the reserved date and time. Reservations will not be cancelled and a refund will not be available if the cancellation is not received by the city manager or designee in writing more than twenty-four (24) hours before the reserved date and time. Fees other than reservation fees are non-refundable unless otherwise expressly stated.
- b. Reservations for seasonal reservations and tournaments will not be canceled and a refund will not be available.
- C. Rules, Policies and Procedures: The city manager or designee is authorized to prescribe and adopt rules, policies and procedures for the effective implementation of this section, provided such rules, policies and procedures are not inconsistent with the provisions of this section.
- **8-13-4: BANNERS AND SIGNS:** Notwithstanding the prohibition of city code section 12-3-6, banners and signs may be displayed by a reservation or permit holder in the area, provided that the display is expressly specified in the reservation or permit and all banners and signs comply with other applicable provisions of city code.

8-13-5: FEES:

- A. Rental Fees: The fees for city park and recreational facility use shall be set forth in a fee schedule established by resolution of the city council. (2001 Code § 58-1-104)
- B. Deposits: The city manager shall collect from each individual or entity applying for a reservation or permit the deposit set forth in the fee schedule established by resolution of the city council. The city manager will retain an appropriate amount of the deposit for the following: (1) damaged property; (2) clean up; (3) city staff time resulting from the occupancy, including but not limited to overtime fees; (4) costs resulting from modifications to the reservation or permit; (5) applicant's failure to comply with the reservation, permit, city code or any applicable city rules, policies or procedures; or (6) any other costs associated with the occupancy actually incurred by the city but unpaid by the applicant. The city manager's decision to retain all or a portion of the cleanup fee may be appealed to the city council, whose decision shall be final.

8-13-6: PROHIBITED ACTIVITIES IN CITY PARKS AND RECREATIONAL FACILITIES:

- A. Advertising. It is unlawful to distribute any handbills or circulars, or to post, place or erect any bills, notices, papers or advertising devices; except that the city manager may authorize advertisements on outfield fences and may authorize the Western Stampede committee to place advertisements on the inside of the rodeo grounds fence. These advertisements, when authorized, will be removed within seven (7) days of the completion of league play or completion of the Independence Day celebration.
- B. Alcohol Use. It is unlawful for any person to consume or possess any beer or any alcoholic beverage within any city park or recreational facility, except a special event which is the subject of a single event permit granted under this code.
- C. Animals. Except as otherwise permitted by the city code, animals are prohibited in city parks. Animals may be expressly permitted in a city park or recreational facility pursuant to an approved special event permit.
- D. Barbecue Grills. Barbecue grills are permitted in city parks, except cooking is prohibited under any pavilion or structure. A fire extinguisher must be kept within five feet of any grill. Digging of barbecue pits is prohibited in city parks and recreational facilities. Users and visitors shall comply with grilling rules, regulations and policies of the city and all other regulatory agencies.
- E. Business Activities; City Manager Approval. Practicing, conducting, or soliciting any occupation, business or profession, or selling any merchandise, is prohibited in city parks and recreational facilities, including but not limited to: yard sales, rummage sales and sidewalk vending. Activities may be permitted in writing by the city manager, or as part of a special event permit issued by the city, or through a concessions permit, or as otherwise allowed by city code.
- F. Camping. It is unlawful to camp or lodge in city parks, recreational facilities, plazas, open space or on any other city property unless expressly permitted in a special event permit.
- G. Destruction of City Landscaping and Property. It is unlawful to cut, break, injure, deface or disturb any trees, shrubs, plants, buildings, monuments, fences, benches, tables or other structures, apparatus, fixtures or property; or pluck, pull up, cut, take or remove any shrub, bush, plant or flower; or mark or write upon any structure or apparatus. It is unlawful to cut, remove, injure or destroy any wood, turf, grass, soil, rock, sand or gravel.
- H. Disturbance. It is unlawful to engage in fighting or riotous, boisterous, threatening or indecent language under circumstances that may result in a breach of the peace.
- I. Dogs.
- 1. Dogs are prohibited in city parks and recreational facilities unless accompanied by a person. The dog must be licensed and leashed. It is unlawful for any person in control of such dog to fail to retrieve and properly dispose of fecal matter.
- 2. A reservation or permit may restrict or prohibit dogs.
- J. Fires. Fires are prohibited on city property, except where designated.
- K. Firearms and Fireworks. Possessing or discharging firearms or any other explosives is prohibited in city parks and recreational facilities, except as allowed by State law.
- L. Fireworks. It is unlawful to discharge any type of fireworks in any city park, except as permitted pursuant to the provisions of this code.
- M. Gambling. Gambling is prohibited in city parks and recreational facilities.

- N. Golf. It is unlawful to play golf or hit golf balls in city parks and recreational facilities or upon city property.
- O. Horses. Horses are prohibited on city property, except that horses are permitted in the arena and the immediately adjacent parking area and while being transported, led or ridden over the paved streets leading to the arena. It is unlawful for any person in control of such horse to fail to retrieve and properly dispose of fecal matter. Horses are prohibited on all grass areas.
- P. Inflatables. Inflatable toys are prohibited in city parks and recreational facilities unless specifically authorized by an approved special event permit. Additional deposits will be required as required by the fee schedule adopted by resolution of the city council.
- Q. Irrigation of Turf. Adjusting or shutting off any irrigation control or valve(s) on city property is prohibited, except by authorized city employees and contractors.
- R. Littering, Dumping Refuse. All litter must be disposed of in designated and marked city receptacles or removed from city parks and recreational facilities. Dumping of refuse on city property or in any city trash receptacle is prohibited except refuse generated from lawful, authorized use of the city property.
- S. Model Planes and Rockets. It is unlawful to operate any gas powered model aircraft, either line or radio controlled, except in Veterans Memorial Park on the westernmost ball diamonds, and then only when there is no interference, disruption or annoyance to other users of the park.
- T. Noise. All users and visitors shall obey Salt Lake Valley Health Department noise regulations.
- U. Relocating or Removing Structure, Object, Soil. Relocation or removal of structures, objects, soil or other items within city parks and recreational facilities is prohibited without express written approval from the city. This includes, but is not limited to, tables, chairs, trash cans, warning devices, playground equipment and sand.
- V. Swimming. Swimming in fountains or other water features located on city property is prohibited, except water features specifically designated for such use.
- W. Vehicles. No vehicles other than city vehicles are allowed in city parks and recreational facilities except in designated traveled ways and parking lots, unless expressly allowed, in writing, in a special event permit. For the safety of all visitors, drivers are required to obey all posted speed limits and other signs. Vehicles may be permitted in the arena as specifically set forth in a special event permit.
- X. Water. Use of city water is prohibited except for normal use of restrooms, existing drinking fountains, and running water provided for use in conjunction with operation of reserved concession stands. Visitors shall not hook up to irrigation or culinary water in city property. The city may from time to time use non-potable water for irrigation, which is not intended for human consumption.
- Y. Weapons. Except as expressly allowed under state law, it is unlawful to possess or use a dangerous weapon in a city park. "Dangerous weapon" means: 1) any item capable of causing death or serious bodily injury or 2) a facsimile or representation of the item, if the actor's use or apparent intended use of the item is to assault, inflict pain on or injure another.

8-13-7: ADMINISTRATIVE REGULATIONS:

The city manager or his designee is authorized to prescribe and adopt such necessary regulations and forms, consistent with the provision of this chapter, for the proper administration of this chapter. (2001 Code § 58-1-106)

8-13-8: SMOKING PROHIBITED IN CERTAIN AREAS OF PUBLIC PARKS:

It is unlawful for any person to smoke while sitting or standing on the bleachers of the rodeo arena in Veterans Memorial Park, in any other bleachers or publicly owned seating in any other park, or within thirty feet (30') of such bleachers or publicly owned seating. (2001 Code § 58-1-107; amd. 2009 Code)

City of West Jordan Facility Use Policy

I. Mission Statement and Applicability

The City of West Jordan desires to develop and maintain quality parks, recreational facilities and other facilities to provide excellent recreational opportunities, inviting community gathering places, and aesthetically pleasing green spaces. Use of City parks, recreational facilities and other facilities is encouraged for a wide variety of individual and group activities and functions.

In order to maintain an enjoyable environment for all users and the surrounding community, this policy has been adopted to apply to all City facilities that are available for reservation. Compliance with City ordinances is required, and ordinances will govern if there is a conflict between the ordinances and this policy. As each use may differ, reservations or permits approved or issued pursuant to this policy may contain additional requirements unique to a particular use. This policy may be modified from time to time, and facility users will be required to comply with the most current requirements.

This policy applies to reserved and permitted uses of City parks, athletic fields, pavilions, concession stands, the City arena and City buildings available for reservation. Related information may be found in the City's ordinances and policies on encroachments, free expression activities and filming

II. Definitions

As used in this Policy, the following words have the following meanings:

A. "Additional City Services" means City services in excess of Basic City Services, as defined below.

- B. "Applicant" means the person or entity that applies for a reservation or permit pursuant to this Policy. If the reservation or permit is approved or issued by the City, the Applicant is the reservation or permit holder and is the Responsible Party.
- C. "Approval Authority" means the City Manager or the designated City employee or department with authority to approve or deny an application per the terms of this Policy. Where the Approval Authority is the Department, the address for submittals is 8030 South 4000 West, West Jordan. Where the Approval Authority is the Events Coordinator, the address for submittals is 8000 South Redwood Road, West Jordan.
- D. "Arena" means the main arena, practice arena, bleachers, box office, sky boxes and concession stands located as stated in City Code. Folding chairs for lower reserved seating are not included and must be provided by the Responsible Party at the Responsible Party's own expense.
- E. "Basic City Services" means those services determined by the City to be necessary to protect the public health, safety and welfare of the residents and visitors West Jordan during typical daily use of City Facilities.
- F. "City" means the City of West Jordan.
- G. "City Building" or "City Buildings" means Pioneer Hall, the Justice Center and City Hall
 (including Council Chambers, Schorr Gallery, Community Room, Room 331,
 Observatory). Restroom facilities and Concession Stands are not City Buildings for
 purposes of this Policy.
- H. "City Event" means an event that:
- 1. is planned, organized and controlled by: (a) City personnel; (b) City contractors; (c) elected City officials; or (d) City committee members or other volunteers; and

- 2. is funded pursuant to a budget adopted by the West Jordan City Council; and
- 3. for purposes of liability, the City has either: (a) determined to fall within the purview of City insurance or other similar City coverage; or (b) required another entity (or entities) to agree by written contract to indemnify the City; and
 - 4. is not a City Sponsored Event as defined below.
 - "City Facility" or "City Facilities" means City Buildings, Parks and Recreational Facilities.
 - J. "City Parks" means those facilities identified as City Parks in City Code section 8-13-1 and their environs, including but not limited to athletic fields and courts, pavilions, picnic areas, concession stands, traveled ways, sidewalks, parking lots, restrooms, and tot lots.
 - K. "City Recreational Facilities" means the Arena.
 - L. "City Sponsored Event" means an event where the City's involvement is limited to lending of the City's name or financial or in-kind support.
 - M. "Concession Stand" means a permanent structure, owned by the City, where food and beverages may be sold or served. Concession Stands may be reserved by submitting an application to the Department or Events Coordinator. Concession Stands are equipped with hot and cold running water and sinks. Generally, there are no grills or vents. A full kitchen is available only at the Concession Stand located within the Arena. Where there is a grill or full kitchen, a fire extinguisher is provided.
 - N. "Department" means the Public Works Department of the City of West Jordan, with its offices located at 8030 South 4000 West, West Jordan, Utah 84088.
 - O. "Events Coordinator" means the City employee designated by the City Manager as the employee responsible for coordinating events in the City.

- P. "Facilities" or "City Facilities" when used alone and without qualifier, means City Parks, City Recreational Facilities, Concession Stands, Arena and City Buildings.
- Q. "Fall Closing" means the date on which the City Parks and Recreational Facilities close for off-season.
- R. "Fee Schedule" means the City of West Jordan Consolidated Schedule of Fees and Service Charges, as adopted by resolution of the West Jordan City Council, and in effect at the time an application is submitted.
- S. "Policy" means this City of West Jordan Facility Use Policy.
- T. "Responsible Party" means an Applicant whose application is approved and who is issued a reservation or permit.
- U. "Special Event" means any activity for which a City Facility is being reserved (or a permit is being issued), and which meets at least one of the following criteria: (1) 200 or more attendees are expected; (2) Additional City Services are required; (3) the activity is an athletic tournament; (4) inflatable toys or similar items will be set up; or (5) a fee will be charged for admission or participation.
- V. "Spring Opening" means the date on which the City Parks and Recreational Facilities open for open season.
- W. "Temporary Snack Bar" means components that are not City-owned, such as a folding table and canopy, placed temporarily in a City-approved location within City Facilities for the purpose of selling food or beverages.
- X. "User" or "Visitor" means any person who is present in a Facility, whether by reservation, permit or otherwise.

Y. "Youth League" means a league where 51% or more of participants are youth. A "youth" is a person who, at the time of application, is: (1) under the age of eighteen; or (2) under the age of nineteen and currently enrolled in high school.

III. Facilities Inventory

- A. <u>City Parks</u>. City Parks include those facilities identified in Chapter 13 of Title 8 of the City Code and shown in Appendix A of this Policy and their environs. Plazas, similar outdoor open areas, unimproved open space and the City cemetery are not City Parks.
- B. <u>City Buildings</u>. City Buildings include those facilities identified in Chapter 5 of Title 3 of the City Code, and shown in Appendix A of this Policy.
- C. <u>Concession Stands</u>. Concession Stands are located and available within some City Parks. Use of Concession Stands and Temporary Snack Bars is regulated separately in this Policy.

IV. Reservation of City Facilities

- A. Reservations Available; Limitations.
 - Available Facilities. City Facilities available for reservation or permit are listed in Appendix
 A.
 - 2. *Pavilions*. Areas within 200 feet of a pavilion are not available for rental if the pavilion has been reserved by a different person or entity.
 - 3. *Traveled Ways, Sidewalks, Tot Lots and Restrooms.* Traveled ways, sidewalks, tot lots and restrooms within, adjacent to and near City Facilities are not available for reservation or permit but may be used for their intended purposes by the Responsible Party, invitees and attendees. Traveled ways and sidewalks may be subject to an encroachment permit and fee.

- 4. *Parking Lots*. Limited space within parking lots may be available for reservation. Unless otherwise expressly specified in a reservation or permit, parking lots may not be closed and may be used only for parking purposes incidental to the reservation or permit.
- 5. Concession Stands. Concession Stands may be available for reservation or may be subject to lease at the discretion of the City Manager.
- 6. Athletic Fields and Courts. Some athletic fields designated by the City Manager are available only for youth leagues and not for adult league play.
- 7. *Inflatable Toys*. A permit for inflatable toys may be obtained by submitting a Special Event Application. Inflatables may be subject to additional requirements. Inflatable toys are not permitted without a Special Event Permit.

B. Procedure for Reserving City Facilities.

- 1. Application. The appropriate application (included in Appendix B), deposit and fees must be submitted to the Approval Authority. The application may be downloaded from the City's website at www.wjordan.com. Deposit and fee amounts are found in the City's Fee Schedule.
- 2. *Additional Application(s)*. If the Approval Authority determines that the requested use requires additional application(s), the Approval Authority will notify the Applicant and coordinate with the other Approval Authority as needed for the additional application.
- 3. *Time to Apply.* The time to apply is set forth in City Code.
- 4. Reservations of Athletic Fields for Seasonal Leagues and Tournaments. Applications will be accepted by the Approval Authority during the time stated in City Code. If practices will be held during the season, a practice schedule must be submitted no later than one week after the

first game of the season. A separate fee may be charged for practices, and practices may be scheduled on different fields.

- 5. Extended League Play. League play may extend beyond the open season, provided that dates and times are: (a) requested in the application; (b) specifically included in the reservation or permit; and (c) approved by the Approval Authority in writing. Extended league play shall only be available at Constitution Park fields designated in Appendix A. Any league or other entity that requests, and is approved for, extended league play shall provide portable toilets at their own expense.
- 6. Fees and Deposits.
 - a. Fees and deposits will be as set forth in the Fee Schedule.
- b. The application must be accompanied by the appropriate fees and deposits. A request to use City Facilities will not be considered, and a reservation will not be held for any person or entity without a written application and the tender of the appropriate fees and deposits.
- c. The City recovers some costs associated with the benefits provided to the Applicant, such as utilities, maintenance, some field preparation and administrative processing time, through the collection of fees. Equipment is not included in the fees and must be provided by the Applicant.
- d. Fees for reservation of City Facilities are non-refundable, unless otherwise expressly specified in the City Code. No refunds will be made on canceled or unused reservations or other circumstances including inclement weather. Reservations may be rescheduled without additional charge, depending on availability. Fees and deposits received with an application will be refunded if the application is denied.
 - e. City Events are not subject to fees and deposits.

- 7. Confirmation. A written confirmation of the reservation or written permit will be mailed or emailed to the Applicant. The application must specify the name and address of the Applicant, and any other individual to whom copies of communications from the City will be sent. During the approved use, a copy of the written confirmation or permit must be at the City Facility with an adult authorized by the Responsible Party, and must be presented upon request. The City is not responsible for lost or misdirected mail.
- 8. Approval Authority. Except for Special Events, the Department is the Approval
 Authority with authority to approve or deny applications for use of City Parks. The Events
 Coordinator is the Approval Authority with authority to approve or deny applications for Special
 Events and use of City Buildings and Recreational Facilities.
- 9. Special Events. If a reservation request is for a Special Event, a Special Event Application must be submitted and reviewed, and a permit may be issued, according to the section of this Policy titled "Special Events."

C. Consideration of Application.

- 1. Denial. An application for reservation or permit for a City Facility may be denied and a reservation may not be made if it is determined that:
- a. The reservation or permit will substantially interfere with other reserved or permitted activities, Special Events, or with the provision of City services in support of them.
 - b. The reservation or permit will violate public health and safety laws.
- c. The reservation or permit will require exclusive use of the City Facility in a manner that will adversely impact the reasonable use or access by the general public to unreserved City Facilities or their environs.

- d. The reservation or permit will conflict with another reservation, permit or Special Event, or the request is for an area already reserved by another party.
- e. The reservation or permit will divert so great a number of police, fire, or other essential public employees from their normal duties as to prevent reasonable public service protection to the remainder of the City.
 - f. The reservation or permit will create a burdensome expense to City.
 - g. The reservation or permit will not allow a field rest period of at least one week between tournaments.
- 2. *Conditions*. The Approval Authority may condition the permit or reservation as deemed appropriate to address reasonable concerns.
- 3. Nondiscrimination. The City is committed to policies of equal opportunity, affirmative action and nondiscrimination. The City seeks to provide equal access to its programs, services and activities for people of all abilities. Reasonable prior notice is needed to arrange accommodations. The City will not grant or deny permission to use City Facilities for any reason that is in violation of constitutional standards or discriminates on the basis of race, color, ethnic origin, sex, sexual preference, religion, ability, age, political belief or other impermissible basis.

D. <u>Deposit.</u>

1. Standard of Care. It is the responsibility of the Responsible Party to ensure that the City Facilities are in as good or better condition as they were found. The Responsible Party will be

assessed a fee for all City cleaning or repair activities required after the City Facility is used. The amount of the cleaning fee will be based on the Fee Schedule. City Buildings, Parks, Recreational Facilities, athletic fields and pavilions must be returned to their original condition except for normal wear and tear. The Responsible Party is responsible for picking up all paper, cans, bottles, athletic tape, etc. that is deposited before, during, or after the use. If the amount of trash exceeds the capacity of available trash cans, the Responsible Party must remove excess trash from the Facility or pay for the provision and removal of additional trash cans. An assessment will be made to the Responsible Party in an amount based on the Fee Schedule if it becomes necessary for City employees or contractors to pick up and remove trash after the use.

- 2. Deposit Required. A Deposit may be required to ensure that the Responsible Party: (a) complies with the reservation or permit; (2) pays for other work resulting from the occupancy, including but not limited to overtime fees for staff; (3) pays for all city costs incurred in modifying or enforcing the reservation or permit; and (4) keeps the City Facility clean, free of damage, and in a condition substantially the same as existed prior to occupancy of the City Facility. The Deposit is not a limitation on the Responsible Party's financial responsibility.
- 3. Inspection of City Facility. If the City Facility is not left in a clean condition, if there is damage, or if the City Facility is not in substantially the same condition as prior to the reserved or permitted occupancy (normal wear and tear excepted), the City will retain the Deposit, or a portion thereof, and seek reimbursement from the Responsible Party for costs exceeding the amount retained.
- 4. Return of Deposit. The Deposit, minus deductions, will be returned to the Responsible Party within 45 days after the reserved or permitted occupancy. Deductions will be made for the following: damaged property, clean up, other work resulting from the occupancy, overtime fees

for staff and other costs resulting from modifications to the reservation or permit or the Responsible Party's failure to comply with the reservation, permit, City Code, this Policy or any applicable City rules, policies or procedures. If part or all of the Deposit is withheld, the City will provide the Responsible Party a written explanation within 45 days after the event.

- 5. Final Determination by City Manager. Any dispute of the refund amount shall be finally determined by the City Manager.
- E. Reservation Priorities for City Facilities, Except Special Events.
 - 1. First Requested. City Facilities will be assigned on a first requested first assigned basis.
 - 2. Simultaneous Requests. When more than one fully completed Application is received at the same time, or during the same designated application period (designated application periods apply only to athletic fields), requesting a particular City Facility for substantially the same date and time, preference will be granted and assignments will be made as follows:
 - a. Preference will be given to City Events.
 - b. Preference will be given to City-Sponsored Events.
 - c. Preference will be given to Special Events.
 - d. Preference will be given to league use over non-organized ad hoc group use (athletic fields only).
 - e. Preference will be given to youth leagues and tournaments over adult leagues and tournaments (athletic fields only).
 - f. Preference will be given to individuals or groups that have not had any violations or any deposit amount withheld for at least three consecutive years.

- g. Preference will be given to the league with the highest percentage of West Jordan residents, with the highest percentage scheduled first, second highest scheduled second, etc. (athletic fields, league play only).
- h. Preference will be given to groups that have historically been assigned to a specific City Facility every year for at least three years.
- i. After all considerations above, preference will be given to the group that submitted earlier within a designated application period for athletic fields.
- F. <u>Closures.</u> The Approval Authority will attempt to contact, or provide contact information to, persons with known reservations that are affected by closure of a Facility. Any Responsible Person playing or allowing play on athletic fields which have been closed will have his/her permit and reservations cancelled/terminated for the day and for the remainder of the season; the Responsible Person will be charged a fee to mitigate any damage done to any playing surface or landscaping.
- G. <u>Cancellations</u>. The Responsible Party should notify the Approval Authority of any cancellations. Reservations may be rescheduled without charge at the Approval Authority's discretion, depending on availability.
- H. Policies Specifically for Reservation of City Buildings. The Responsible Person will be allowed to use the City Building only during the hours specified in the reservation or permit. The rooms located in City Hall and the Justice Center may not be available or may be subject to additional fees and deposits for after-hours use on Saturdays, Sundays, City holidays, and weekdays after 5:00 pm and before 8:00 am. Pioneer Hall will be available for use Sunday through Saturday, 8:00 am midnight, or as specified in writing in the Special Event Permit. At the discretion of the Events Coordinator, reservations for Pioneer Hall may not be available on City holidays. Use of Pioneer Hall may be subject to additional fees and deposits.

V. Service in Lieu of Fees for City Parks and Recreational Facilities.

Reservation fees for City Parks and Recreational Facilities may be credited for civic volunteer labor hours as approved by the City Council. All fees other than reservation fees (i.e. overtime, Additional City Services, security, cleaning) will still be charged on a time and materials basis or as otherwise adopted in the Fee Schedule. Civic volunteer labor is approved by the City Council. The service provided may include maintenance to City Parks and Recreational Facilities and all services must be approved in advance. Interest in providing service in lieu of fees should be expressed at the time the application is submitted. A separate contract may be required; no verbal agreements will be honored. If approved, the Responsible Party will be required to comply with the requirements of Appendix E.

VI. Maintenance

- A. <u>Basic Maintenance of City Parks and Recreational Facilities:</u> The Department shall prepare and provide basic maintenance of the City Parks and Recreational Facilities. The Department's maintenance and preparation times shall be during regular working hours scheduled at the sole discretion of the Department, subject to its budget and schedule. Attempt will be made to notify the Responsible Party of maintenance times. At the discretion of the Department, basic maintenance and preparation may, but shall not be required to, be scheduled to accommodate specific reservations. Maintenance times shall be at the sole discretion of the Department.
- B. <u>Athletic Fields.</u> The Department is committed to preparing athletic fields for use including mowing, limited field preparation work, and the installation of necessary goals and nets. The Responsible Party is encouraged to regularly and freely communicate with the Department concerning any potential maintenance conflicts.

C. Responsible Party Duty to Inspect. The Department maintains the City Parks and Recreational Facilities to minimum standards. The Responsible Party must check the reserved City Parks and Recreational Facilities for safety before each use, report unsafe conditions, and not permit use if unsafe. Any unsafe conditions must be reported to the Department immediately, and the City Park must not be used until further notice from the City.

VII. Obligations of Responsible Party

A. Compliance with Laws.

- 1. *All Users*. It is the responsibility of all Users and Visitors, whether by reservation, permit, or otherwise, to comply with all applicable Federal, State and Local laws, ordinances, rules, regulations and policies. If the use is by reservation or permit, the Responsible Party shall be responsible to immediately inform others and the City of any violations or suspected violations associated with the reservation or permit.
- 2. Responsible Party. The Responsible Party shall be familiar with applicable regulations and prohibitions of the City Code, the approved reservation or permit and this Policy. Where it is not contrary to the City Code, exception to prohibited and regulated activities may be included as part of a Special Event Permit.

B. Responsible Party's Use and Care of City Parks.

- 1. *Minor Maintenance*. The Responsible Party may perform the following minor maintenance services for athletic fields, provided that athletic fields are not thereby damaged and provided that the fields shall not be used if it is unsafe to do so:
 - a. hand rake fields;
 - b. fill holes with material approved by the City;

- c. hand water the fields;
- d. use approved materials, including "Diamond Dry" or sand to treat and dry wet areas of fields, provided that no sand shall be removed from any tot lot area.
- 2. Changes. Any changes to the athletic fields that a Responsible Party wishes to make must first be approved in writing by the Department including but not limited to re-sodding, bringing in large quantities of new dirt for fields or changing the shape of any field. If the Responsible Party desires to perform minor maintenance or approved changes, the Responsible Party shall supply tools, liners, hoses, and any other equipment or supplies necessary. The Responsible Party is required to find storage facilities off of City owned property for its tools, supplies and equipment.
- C. <u>Security</u>. The City does not place security officers at its Facilities and therefore provides no security protection for privately owned or rented equipment placed within the Facilities, or on any Cityowned property.
- D. <u>Liability and Insurance Requirements.</u> The City will assume no responsibility for loss, cost, or expenses arising from the use of City Facilities. Responsibility for damage, loss and all other liability will rest with the Responsible Party. At the City's request, the Responsible Party will provide reasonable liability insurance coverage.
- E. Rules of Conduct. Rules of conduct shown in the City Code and Appendix C must be followed.

VIII. Responsible Party's Access to City Facilities

A. Keys and Locks.

1. *Issuance of Keys; Deposit.* Prior to the reserved time, the Responsible Party may be issued a combination or key for access to the City Facility. If a key is needed, the Responsible

Party will be required for each reserved use to check out the key with the Responsible Party's driver's license or a key deposit, or City staff may be available to open the City Facility for the reservation. A key deposit will be required if the Responsible Party is to be issued a key that will be kept by the Responsible Party for additional reservations. Only one individual may be designated by the Responsible Party to control the combination or key on behalf of the Responsible Party, and only the designated individual is authorized to use the combination or key. Any Responsible Party who permits anyone other than the designated individual to use the combination or key will have all reservations and permits cancelled/terminated for the remainder of the season. Future reservation and permit requests may also be denied. Any issued key must be returned either prior to leaving, if checked out for a single reservation, or at the time specifically approved by the City in writing, if checked out for multiple reservations. If a key is lost or not returned within the required period of time, the key deposit will be retained by the City. If the Responsible Party desires to be issued another key to replace a lost key, another key deposit will be required.

2. Entry Prohibited Except by Reservation. Issuance of a combination or key does not authorize the Responsible Party to occupy the City Facility at any time other than the time reserved for the Responsible Party's use. The Responsible Party may not assign the reservation to any other person or entity. Any Responsible Party who occupies the City Facility or allows others to occupy the City Facility at any time other than during the Responsible Party's scheduled reservation will have their reservations and permits cancelled/terminated for the remainder of the season. Future requests to reserve City Facilities may also be denied.

IX. Concessions Permits

- A. <u>Description.</u> Foods and beverages may be sold by a Responsible Party at reserved Concession Stands or permitted Temporary Snack Bars in accordance with this Policy.
 - 1. Concession Stands. The Concession Stands are equipped with hot and cold running water and sinks. Generally, there are no grills or vents. A full kitchen is available only at the Concession Stand located within the Arena. Where there is a grill or kitchen, a fire extinguisher is provided.
 - 2. *Temporary Snack Bars*. Temporary Snack Bars may be placed temporarily in an approved location within the City Parks for the purpose of selling foods or beverages.

B. Reservations/Permit Required.

- 1. *Open Season.* The Concession Stands may be available for reservation from Spring Opening through Fall Closing of each calendar year. The Concession Stands can only be used when a Concession Stand reservation has been obtained through the Department or subject to a lease agreement. The City and City committees will have priority in scheduling reservations.
- 2. Relation to Other City Facilities. Concession Stands may be reserved in conjunction with or separate from another reservation or permit, but a separate application and approval or lease agreement will be required (See Appendix F). Unless the Concession Stand is subject to a lease agreement, the entity reserving the adjacent athletic field or Arena has priority (after the City or a City Committee) to reserve the associated Concession Stand. In order to receive priority, the Concession Stand and adjacent athletic field (or Arena) must be reserved concurrently. Concession Stands may be reserved for a single day or for the season. At the discretion of the City Manager, a lease agreement may be required for seasonal use.

- 3. Temporary Snack Bars. A Temporary Snack Bar will only be allowed when expressly approved by the Department in conjunction with a reservation or permit for use of a City Facility.
- C. <u>Obtaining a Permit for a Temporary Snack Bar.</u> Temporary Snack Bar locations may be reserved only for a single use according to the reservation procedures set forth in this Policy. A Temporary Snack Bar application will be required for each use and will not be approved for seasonal use.
- D. Special Considerations for Reserving Concession Stands and Temporary Snack Bar Locations.
 - 1. Time to Apply. Except for Seasonal Reservations/Permits or lease agreements, reservations for Concession Stands must be made and paid in full at least two (2) weeks but not more than eleven (11) months prior to the scheduled time and date for which the Concession Stand is being reserved. Applications for Temporary Snack Bars must be received at least two (2) weeks but not more than eleven (11) months prior to the scheduled time and date of Temporary Snack Bar operation.
 - 2. Seasonal Reservation or Permit.
 - a. Seasonal permits for Concession Stands may be available or a lease may be required at the discretion of the City Manager. Lease agreements, if required, are subject to City Council approval.
 - b. Seasonal concessions permits will allow the Responsible Party to provide food and beverage services immediately before, during, and after use of the adjacent athletic field or Arena.
 - c. Food and beverage service items may be stored within the Concession Stands between uses. However, such storage will be at the Responsible Party's own risk and may

require a lease agreement. Unless expressly allowed in writing by reservation, permit or lease agreement, all items must be removed prior to the reservation date and time of any other Concession Stand User and within two (2) days after the last reserved use of the season or notice provided by the City.

E. Equipment

- 3. Outside Equipment Prohibited; Exception. Equipment, other than pre-existing fixtures like sinks and grills will not be permitted in or near the Concession Stands, except through a lease agreement approved by the City Council.
- 4. Responsibility for Power. It is the Responsible Party's responsibility to assure that outside equipment brought in and used at a Concession Stand or Temporary Snack Bar has adequate and safe power. Any overloading or misuse of City power outlets is prohibited, and the Responsible Party will be strictly liable for damage caused to the City's electrical wiring.
- 5. Strict Liability for Damage. The Responsible Party will be strictly liable for stoppages or damage caused to City faucets or drains in Concession Stands. The Responsible Party is obligated and expected to exercise the same or greater level of care in using City Concession Stands as in his/her own homes.
- F. <u>Concessions Rules.</u> All sales of food or beverages, and all employment terms and conditions of employees in the Concession Stands and Temporary Snack Bars shall conform with the applicable laws and regulations of the United States, State of Utah, Salt Lake Valley Health Department (SLVHD), and the City. Any person with a concessions reservation, permit or lease shall be or shall make him/herself familiar with such laws and ordinances, and shall see that the same are enforced.
 - 1. Submit and Display Permits. City and SLVHD permits, business license and proof of insurance specifically for concessions must be visibly displayed at all times during which foods

or beverages are being sold/served. Copies of all required SLVHD and State food permits and tax ID shall be submitted as part of the City application process.

- 2. *Temporary Snack Bars*. Temporary Snack Bars must be located on hardscape areas identified by the Department and in accordance with the issued permit.
- 3. *Prohibited Foods and Beverages*. Sale of foods or beverages prohibited by the City or SLVHD, or which are unsafe in any way, is prohibited. Sale and consumption of beer and alcoholic beverages are prohibited, except as otherwise authorized by City Code.
- 4. Lost, Stolen, Damaged Property. The City will not be responsible for any items left in or near the Concession Stands during, between or after use. Any items left after the last reserved use or notice of required removal will become the property of the City of West Jordan. The Responsible Party will be charged the costs incurred by the City for removal of any items.
- 5. *Grilling*. Separate Grilling Instructions are required for anyone who will be using or providing a grill (see Appendix G).
- G. <u>Cleaning</u>. Food and beverage service reservations and permits will be revoked, and the contract canceled, if Concession Stands, Temporary Snack Bars and their environs are not cleaned and kept in good condition. Fees are non-refundable for revoked reservations.

X. Special Event Permits

A. <u>Policy.</u> Individuals and groups are welcome to use City Facilities for Special Events as such events further the City's community and economic development goals and enrich community quality of life. The Events Coordinator is committed to supporting Special Events by providing necessary public services for the event and coordination with event organizers.

In order to support such events in a fair and consistent manner, maximize the safety of participants, minimize inconvenience to the general public, minimize the disruption of public services, protect and maintain the City's property, and provide for the recovery of a portion of the cost of City services necessary to support such events and exceeding the service levels generally enjoyed by City residents, Special Events will be permitted in accordance with this Policy.

B. Special Event Permit Required, Approval Authority. A Special Event Permit is required for any activity defined as a Special Event in this Policy. A Special Event will only be permitted at a City Facility if the City has issued a Special Event Permit. The person or entity desiring a permit must submit an application, fees and deposits to the Events Coordinator. The Events Coordinator will have authority to approve or deny the application; provided that the Events Coordinator may submit the request to the City Manager if deemed appropriate. If the application is approved, the Events Coordinator will issue a permit and reserve the City Facility for the requested date and time.

C. Procedures for Obtaining a Special Event Permit.

- 1. Application. The application (see Appendix H), Event Fact Sheet (see Appendix I), fees and deposits must be submitted to the Events Coordinator, located at West Jordan City Hall, 8000 South Redwood Road, First Floor. The application must be accompanied by a map showing the layout of the event. The Event Fact Sheet must contain detailed information regarding the Special Event. Fees and deposits will be in accordance with the Fee Schedule. The application and Event Fact Sheet may be picked up from the Events Coordinator or downloaded from the City's web site at www.wjordan.com.
- 2. <u>Additional Application(s)</u>. If the Events Coordinator determines that the requested use requires additional application(s) (i.e. Concessions Permit), the Events Coordinator will notify the Applicant and coordinate with the Approval Authority for the additional application.

3. <u>Time to Apply.</u> The application and accompanying documents and information must be submitted to the Events Coordinator no less than 60 days prior to the event. The Applicant will be notified of approval/denial within 30 days of the Events Coordinator's receipt of the application. An application submitted less than 60 days prior to the event will be considered a late application. A late application may be accepted if the Events Coordinator determines that required and requested City services can be coordinated and provided. Additional fees may be assessed for late applications.

4. Fees, Deposits and Insurance.

- a. Fee and deposit amounts will be as set forth in the Fee Schedule. City Events shall not be subject to fees and deposits.
- b. All fees and deposits must be paid in full at the time of application. If the application is denied after payment is received, all paid fees and deposits will be refunded.
- c. No personal checks will be accepted. Business checks may be accepted. Late applications may require a different form of payment.
 - d. The deposit will be as described in this Policy above.
- e. The requested location of the Special Event will be reserved when the application, fees and deposits are received by the City. The reservation may be cancelled for failure to meet other requirements of this Policy, denial of the application, or any payment default including but not limited to returned check or insufficient funds. If a reservation is cancelled, but the application for the Special Event is approved, the Events Coordinator may coordinate an alternate time or an alternate City Facility location for the Special Event based on the approved application, subject to meeting other requirements.

- e. If the City determines to accept a late application, or if the City coordinates an alternate time or location, there may be an additional fee assessed according to the Fee Schedule. Late applications, if accepted, may require a different form of payment.
- f. Fees are non-refundable, unless otherwise specified in the City Code. No refunds will be made on canceled or unused reservations or other circumstances including inclement weather; provided that fees and deposits received with an application will be refunded if the application is denied. Reservations may be rescheduled without charge, depending on availability and as authorized by the Events Coordinator.
- g. If the Events Coordinator or Department determines that the Applicant will require Additional City Services, the Applicant must provide to the City a bond or other evidence of financial responsibility for payment of additional City costs. After processing the application, the Events Coordinator will provide the Applicant an estimate of the cost of anticipated Additional City Services.
- h. The Applicant must certify that required insurance will be provided. The City may be able to offer a mechanism for the Applicant to purchase event specific liability insurance. The Events Coordinator will refer the event organizer to the City's Risk Manager for assistance.

D. Condition of City Facilities.

- 1. The Responsible Person is required to leave the City Facility clean, free of trash, garbage and damage, and in substantially the same condition as the City Facility was in prior to the reserved/permitted use. No property may be stored on site before or after the event. The City will not be responsible for any items left behind, lost or stolen.
- 2. The Responsible Person shall clean up the event area, and affected surrounding areas immediately after the event, and restore the area to substantially the same condition as prior to

the event. This includes, without limitation, trash and litter removal, removal of chairs, equipment, and any property not belonging to the City.

- 3. The Responsible Person will pay for all clean up and repair made by the City as a result of the use (normal wear and tear excepted) plus an additional daily rental fee for each day, or portion thereof, during which the City Facility cannot be occupied by others while the clean-up and repairs are being performed.
- 4. The Responsible Person will be financially responsible for repairs and clean-up related to the Responsible Person's event, regardless of the cause.
- E. <u>Inflatables</u>. Inflatable toys may be allowed in conjunction with a Special Event Permit. No water is allowed. The permit for inflatable toys will be obtained through the Events Coordinator, who will coordinate with the Department. Inflatable toys will be required to be rented from a company specializing in, and carrying insurance for, inflatable toys. The company will be required to set up and remove the inflatable toys only in designated areas. The City may limit the amount of time during which the inflatable toys may remain in place during the event.

F. Vendors.

- 1. Each vendor must be provided with a copy of the Vendor Application in Appendix J. All Vendor Applications must be delivered to the Events Coordinator at least 30 days prior to the first scheduled date of the Special Event.
- 2. The City may prohibit a vendor from participating due to previous infractions of federal, state or local laws, ordinances, rules or regulations, this Policy or other applicable policy.
- 3. Sales or service of food or beverage shall require a permit addressed separately in this Policy.
- G. Criteria for Permitting a Special Event in a City Facility.
 - 1. Denial of Application. The application may be denied as set forth in section IV.C. above.

- 2. Priority of Special Event Permits. Special Event Permits will be issued on a first-come, first paid, first served basis. However, when one or more applications for a Special Event are received for the same day and location, priority will be given to:
 - a. City Events;
 - b. City-Sponsored Events;
 - c. Events planned, organized or presented by other state, federal, or local government entities:
 - d. Individuals or groups that have not had any violations or any deposit amount withheld for at least three consecutive years;
 - e. Events in which the same Applicant or sponsor has been granted the use of a particular City Facility at a particular date, time and place for more than three consecutive years.
- 3. The Events Coordinator may approve permits for more than one Special Event to occur simultaneously. The Events Coordinator will coordinate with the organizers of the events to ensure adequate parking and other services, and to avoid instances in which simultaneous events are incompatible, or cause unnecessary competition. In some cases, a "buffer" will be required between permitted uses and Special Events scheduled on a given day.
- 4. The City is committed to policies of equal opportunity, affirmative action and nondiscrimination. The City seeks to provide equal access to its programs, services and activities for people of all abilities. Reasonable prior notice is needed to arrange accommodations. The City will not grant or deny permission to use the City Facilities for any reason that is in violation of constitutional standards or discriminates on the basis of race, color, ethnic origin, sex, sexual preference, religion, ability, age, political belief or other impermissible basis.

- H. Policies for General Use of a City Facility Under a Special Event Permit.
 - 1. The Applicant must provide or reimburse the City for the provision of:
 - a. Sufficient traffic control;
 - b. Monitors for crowd control and safety;
 - c. Safety, health and sanitation equipment, services, or facilities reasonably necessary to ensure public health and safety;
 - d. Adequate off-site parking or shuttle service when required to minimize any substantial adverse impacts on general parking and traffic circulation in the vicinity of the event;
 - e. An adequate first aid or emergency medical services plan; and
 - f. Insurance.
 - 2. A Special Event may not change or expand the nature from the Special Event Permit, or the information provided in conjunction with permit issuance, without first notifying the Events Coordinator and receiving approval in writing.
 - 3. All Special Events to be held in City Facilities must abide by the provisions of this Policy that apply to the City Facilities. Where Concession provisions of this Policy apply, the Special Event must comply.
 - 4. No Special Event may occur during a closure, unless the hours are specifically addressed and authorized in the Special Event Permit.
 - 5. Set up of structures and materials for Special Events must commence not more than 24 hours prior to the start of the Special Event unless otherwise expressly stated in the permit. All structures and materials must be removed no later than 24 hours after the Special Event has ended unless otherwise expressly stated in the permit. The placement of any and all temporary or quasi-permanent structures must be approved in advance. Vehicles are not permitted on the

grass, sidewalks, athletic fields, pavilions, or anywhere within the City Parks, except in the parking lots, unless otherwise expressly stated in the permit. Express allowances for the time and location of set up and removal may be made by the Events Coordinator and must be specifically addressed and authorized in writing in the Special Event Permit.

- 6. The Responsible Person is responsible for all security, as well as obtaining and placing any barricades required by the Special Event Permit. The Responsible Person may request the City Police Department to provide security at the Responsible Person's cost, or contract with an approved security provider. This shall in no way be construed to obligate the city Police Department to provide security.
- 7. The Responsible Person must provide and service portable toilets and additional trash receptacles as required by the City or Salt Lake Valley Health Department. Placement of all sanitary facilities must be approved in the Special Event Permit, and must be removed within 24 hours after the Special Event.
- 8. If requested to do so, the Responsible Person must provide temporary flooring for booths or tents.
- 9. In coordination with the Events Coordinator, the Responsible Person will identify a designated free speech area within reasonable proximity to the event.
- 10. The Responsible Person will meet with the Events Coordinator and others deemed necessary by the Events Coordinator, no less than 14 days in advance of the event to discuss final preparations for the Special Event, compliance with this Policy, and to obtain necessary approvals.
- 11. The Responsible Person must provide the on-site presence of one or more authorized representatives for coordination and management purposes during the setup of the Special Event,

the Special Event, and the take down. These representatives must be available to the Events Coordinator by some form of communication (cellular phone, fixed central location, etc.) at all times during the Special Event.

- 12. In addition to the provisions of this Policy, all Special Events are subject to all other laws, ordinances, rules and regulations of the City, including but not limited to the City's Zoning Ordinance, rules and regulations of the State and Nation.
- 13. Use of the City Facility must not place the City, participants, or spectators at an unacceptable level of risk or harm, damage, or injury as determined by the City.
- 14. The Responsible Person shall conduct its events and activities in compliance with the City Code, including but not limited to the Noise Control Ordinance and other regulatory ordinances and shall ensure that no violations of any City ordinances occur. The Responsible Person shall at all times comply with the laws and the regulations of the United States, the State of Utah, Salt Lake County (where applicable), and the City.

I. City Services for Special Events.

- 1. The Responsible Person will be required to reimburse the City for Additional City Services.
- 2. The City will not provide any Additional City Services during a Special Event of 199 attendees or less, unless requested in writing at least thirty (30) days in advance of the event date.
- 3. For a Special Event where attendance is anticipated to be 200 attendees or more, the Events Coordinator will determine the number of Additional City Services that will be required, based on number of attendees, equipment, vendors, etc.
- 4. Traffic management may be provided by the City, at the Responsible Person's expense, if deemed necessary by the Events Coordinator as coordinated with the City's Police Department.

5. City personnel may be available on-call for Special Event services. The Responsible Person is responsible for the cost of any personnel called out.

XI. Liability and Insurance

- A. <u>Purpose</u>. The City of West Jordan has the responsibility for taking reasonable precautions to protect the health and safety of the citizens and guests while visiting/using City Facilities. This responsibility includes reviewing Special Events to assure that they do not represent an unreasonable risk to participants, other members of the community, or City property. The City must assess any potential risks involved and under what conditions it is appropriate to hold the Special Event, and implement appropriate measures to enhance the safety of people and the security of property.
- B. When Required. Insurance described in this Chapter, "Liability and Insurance" may be required for Special Events, and any reservation of a City Facility or Concession Stand.
- C. Special Events, Insurance and Exceptions.
 - 1. All Special Events will be required to provide proof of liability insurance (certificate of insurance) as required by the Events Coordinator prior to application approval. The City may be able to provide information to assist the Applicant in purchasing event specific liability insurance.
 - 2. Request must be made to the Events Coordinator for any Special Event for which one of the following is desired: (a) modification of the limits or scope of coverage; (b) evaluation of the insurance company rating; (c) waiver of coverage requirements. The Events Coordinator will forward the request, event application and other supporting documents to the City's Risk

Manager for consideration. The City's Risk Manager will recommend that the request be granted or denied, after analyzing the Special Event and considering the following factors:

- a. Event's history;
- b. The capacity of the organizer to execute the event as planned;
- c. Probable impact on City personnel, facilities and grounds;
- d. Probability that the number of attendees will exceed the expected number;
- e. The type and number of planned activities;
- f. The participation of vendors, sponsors and other supporters;
- g. Safety measures and plans;
- h. Security measures and plans:
- i. Number of participants and spectators;
- j. The Applicant's ability to self-insure;
- k. Any other reasonably applicable factors.

This analysis will include consultation with the Department, the City Attorney's office, the Events Coordinator, Fire Department, Police Department and other departments as deemed reasonable. Regardless of any insurance coverage that may or may not be available, and regardless of any modification or waiver of required insurance coverage, the contract or permit will contain indemnification and hold harmless language to protect the City's interest. The City will make every attempt to enforce this clause.

D. <u>Duration of Coverage</u>. The Responsible Person shall procure and maintain for the duration of the reserved or permitted use, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the proposed use. The costs of such insurance shall be

borne by the Responsible Person. The Responsible Person shall provide proof of insurance to the Approval Authority at least 10 days prior to the first day of the scheduled use.

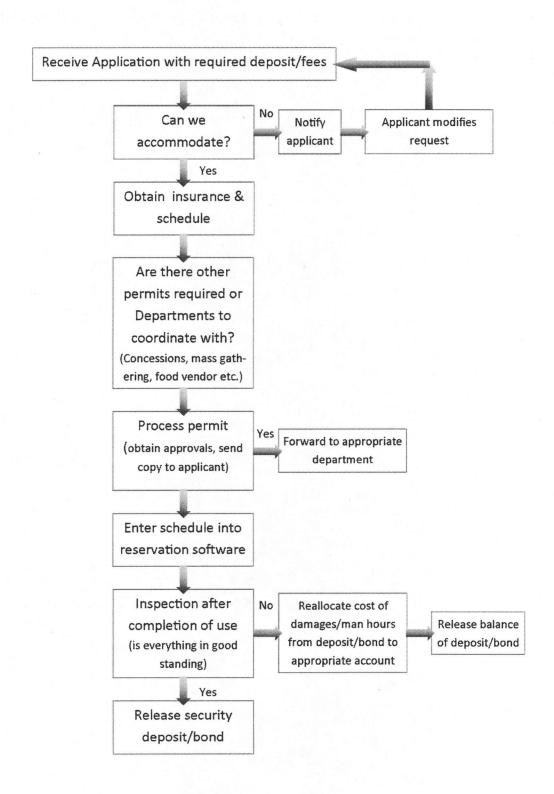
- E. <u>Minimum Scope and Limits of Insurance</u>. Coverage shall be at least as broad as:
 - 1. General personal injury and property damage liability insurance with liability limits of not less than \$2,000,000 for each claimant and \$3,000,000 for each occurrence related to the injury or death of a person or persons and for property damage. The City, its officers, agents, employees and volunteers shall be additional insured.
 - 2. Workers compensation coverage as required by law.
 - 3. All insurance policies shall be issued by a financially responsible company or companies authorized to do business in the State of Utah which carry a Moody's rating of not less than A-. The Responsible Person shall provide the City with copies of certificates (on the City certificate form) for all policies reflecting the coverage.
- F. <u>Deductible and Self Insured Retention.</u> Any deductible or self-insured retention must be declared to and approved by the City. If possible, the insurer shall reduce or eliminate such deductibles or self-insured retention as respects the City, its officers, officials, employees and volunteers; or the Responsible Person shall provide evidence satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- G. <u>Responsible Person's Insurance Primary</u>. For any claims related to the use of the Facility, the Responsible Person's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, agents or volunteers shall be excess of the Responsible Person's insurance and shall not contribute with it.
- H. Indemnification.

The Responsible Person shall indemnify, defend and hold harmless the City, its officers, agents, employees and volunteers from any and all claims arising out of the activities or omissions of the Responsible Person, its officers, agents, employees, and others, related to use of the Facility, including but not limited to the following: 1) activities in or upon the City Facility; and 2) operation of concession stands, temporary snack bars or any other sale or service of food, beverages or other products.

- 1. This indemnification requirement includes indemnification for claims for attorney's fees, court cost and litigation expenses, of whatever type and amount.
- 2. The Responsible Person shall indemnify, defend and hold harmless the City, its officers, agents, employees and volunteers from any and all claims involving worker's compensation and claims for injuries occurring upon or arising from the use or occupancy of the Facility. The Responsible Person shall be solely and fully responsible for the payment of such claims.
- 3. The Responsible Person shall indemnify and defend the City, its officers, agents and employees from any and all administrative claims and proceedings (such as alleged OSHA violations and similar proceedings) brought against the City, its officers, agents, employees or volunteers related to the Responsible Person's use or occupancy of any City Facility.
- 4. The Responsible Person shall be fully responsible for the training and equipping of its workers on the premises and for any failing in such training or equipment.
- I. <u>Governmental Immunity Act.</u> The City is a governmental entity that is subject to the obligations and protections of the Utah Governmental Immunity Act. Nothing in this Policy is to be construed as a waiver of any provision(s) of that Act.

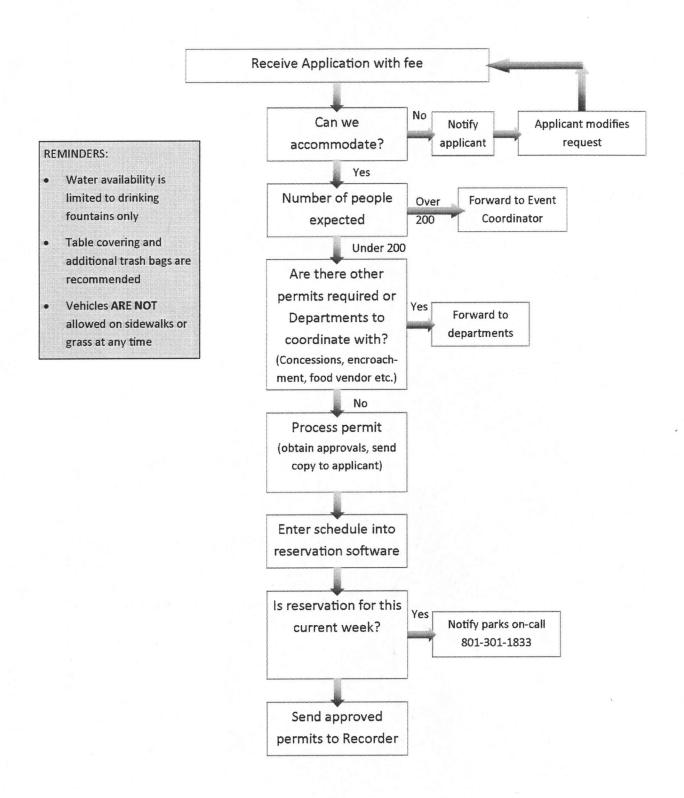


Reservation Flow Chart Athletic Field & Arena



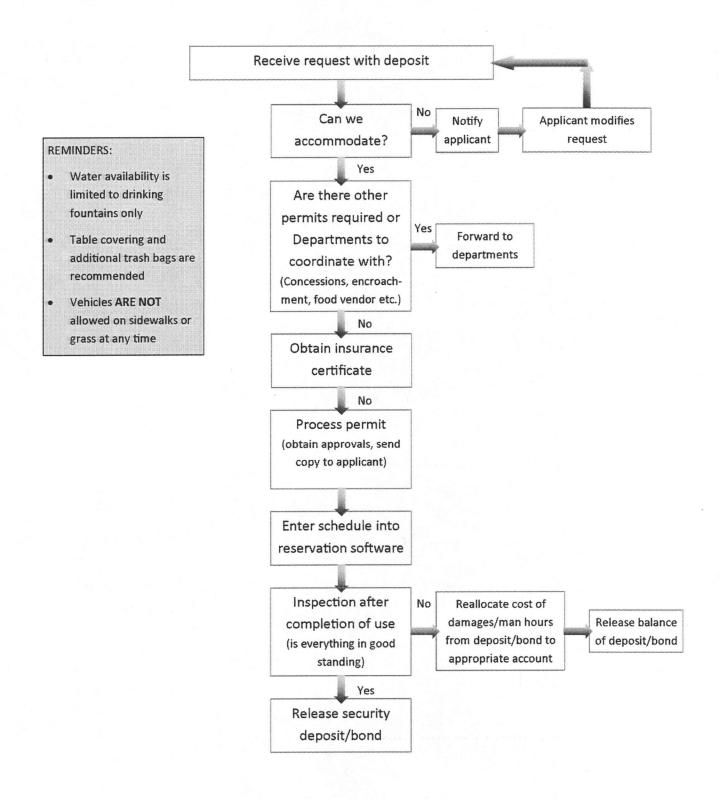


Reservation Flow Chart Park Pavilions





Reservation Flow Chart Inflatables / bounce houses



APPENDIX A

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<u>APPENDIX B – RESERVATION FORMS</u>



ATHLETIC FIELD USE PERMIT

City of West Jordan 8000 S. Redwood Rd, West Jordan, Utah 84088 (801) 569-5119 Fax: (801) 565-8978 Email: julieb@wjordan.com

ORGANIZATION									
Applicant/Permit Holde	er .				Type	of Rusines	s: Corporation	IIC NPO	Othe
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Address, City, State, Z	ip								
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ALTERNATE REPRESENTA	TIVE								
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Phone *Texting allow	ed Y / N			E-mail					
LOCATION									
Soccer Complex	Phase I, 7876 S. 4000 West	t		ABCD	E			(Soco	cer only
Soccer Complex	Phase II, 8070 S. 4000 Wes	st		FGHI	JKL	NXC	PQRS	Γ (Soc	cer onl
Veterans Memori	al Park, 1985 W. 7800 Sout	h		1 2 3 4	5 6			(Baseball /	Softba
Ron Wood Baset	pall Complex, 6000 W. New	Bìngham Highway	у	1 2 3 4	5			(Baseball /	Softba
Constitution Park	, 7000 S. 3200 West			1 2 3				(Footba
Type of activity:				Total number	of games:		Game duration:		
Is activity reoccurring?	YES NO			Start Date:			End Date:		
Qty of fields Dates		Days	F	From (time)	То	(time)	Hours per day	Total hours/fiel	ld/day
		Monday(s)							
		Tuesday(s)							
		Wednesday(s)			3				
		Thursday(s)							
		Friday(s)							
		Saturday(s)							
		Sunday(s)							
No. of participants:		No. of Teams:			Total hou	rs of reserv	red time:		
APPLICABLE FEES (Fees	re per hour per field)							AI	MOUNT
Security Deposit	\$500.00 League		\$ 2,500 T	ournament					
Resident	(Youth) Baseball \$3.	.00/hr - Football \$	\$4.00/hr	- Soccer \$5.0	0/hr	\$15.00	per hour (Adult)		
Non-Resident	\$30 per hour (Youth))	\$30.00 p	er hour (Adult)					
Tournament	\$20 per hour per fiel	ld -	+ \$400 p	er day if over	5 fields				
Lighting	\$55.00 per hour with 2 ho	ur minimum							
TOTAL FEES									
further certify that I have the same and all applical including but not limited t	I certify that I am authorized to sig read and accept the Permit Terms ole federal, state and local laws, or o, the actual cost of Additional City til executed by the City of West Jo	s and Conditions and to rdinances, rules and re y Services as defined	the West J regulations.	ordan Facility Us Applicant / Perr	e Policy, and nit Holder furt	the Applicant her agrees to	Permit Holder herel pay all required fees	by agrees to con deposits, and	mply wit costs,
Signature:		Print Na	me:				Date:		
Admin Signature:		Print Na	me:				Date:		***************************************



City of West Jordan

Public Works Department 8030 S 4000 West West Jordan, Utah 84088

(801) 569-5700

Fax (801) 569-5709 Parks On-Call (801) 301-1833

PARK USE APPLICATION / PERMIT

Applicant/Permit Holder LLC Other Type of Business: Corporation (Organization) Address, City, State, Zip E-mail Phone Check all that apply Cost resident / non resident Check all that apply \$140* Large Pavilion (near large playground) Groups under 200 people \$70 Large Pavilion (near large playground) Groups over 200 people** \$150 \$300* Veterans Memorial Park, 1985 W. 7800 South \$50 \$100* Small Pavilion (near 2200 West) Groups under 200 people \$100 \$200* Small Pavilion (near 2200 West) Groups over 200 people** South Pavilion (near playground) Groups under 200 people \$50 \$125* \$125* South Pavilion (near playground) Groups over 200 people** \$50 Constitution Park, 7000 S. 3200 West North Pavilion (near tennis court) Groups under 200 people \$50 \$125* \$50 \$125* North Pavilion (near tennis court) Groups over 200 people** Resident: Setup/Cleanup deposit \$500 **Groups Over 200 People Non Resident: Setup/Cleanup \$150 minimum plus a \$500 deposit \$50 per field / half day Sport Field Rental not League Play 9:00 a.m.-2:00 p.m. (Fee is for one time frame only) Reservation Date 3:30 p.m.—8:30 p.m. (Fee is for one time frame only) ** Extra fees apply for groups over 200—see above **Estimated Attendance** Will BBQ's or grills be used on-site? (please explain) Please print how reservation board should read

Park Use Policy Reminders:

- Water availability is limited and must be prearranged with Public Works
- Table coverings and additional trash bags are recommended
- Vehicles ARE NOT allowed on sidewalks or grass AT ANY TIME—NO EXCEPTIONS! Violators will be fined
- Inflatable toys, rides or games are NOT allowed in city parks without an additional special event permit

"By my signature below, I certify that I am authorized to sign as an agent of the Applicant / Permit Holder, which Applicant / Permit Holder shall be bound by the terms of this Permit. I further certify that I have read and accept the Permit Terms and Conditions and the West Jordan Facility Use Policy, and the Applicant / Permit Holder hereby agrees to comply with the same and all applicable federal, state and local laws, ordinances, rules and regulations. Applicant / Permit Holder further agrees to pay all required fees, deposits, and costs, including but not limited to, the actual cost of Additional City Services as defined in the West Jordan Facility Use Policy. This Permit is only valid for the purposes expressly set forth herein and is not valid until executed by the City of West Jordan."

Signature:	Print Name:	Date:
Parks Signature:	Receipt #	Date:

APPENDIX C – RULES OF CONDUCT

- 1. Abide by the time reserved for your use. Remember that others may be scheduled before and after your reservation.
- 2. Neighborhood park fields designed for youth play may not be used by adult leagues or teams.
- 3. The soliciting or sale of merchandise, raffle tickets, or services is not allowed without prior approval, subject to current City ordinance.
- 4. The sale of food and beverages must be approved by the City, according to the City of West Jordan Facility Use Policy.
- 5. A responsible adult must be present at all times.
- 6. Glass containers are prohibited on and around City Parks or City Parks Amenities.
- 7. Inappropriate or indecent conduct, harassment or language is prohibited.
- 8. Permit Holder, Permit Holder Parties, invitees, attendees and participants shall not engage in any of the following: mowing grass; fertilizing; adjusting or shutting off any sprinklers or sprinkler control clocks; changing lighting times or controls; removing sod; relocating or removing any structure; changing field dimension or placement of fields; moving sand to the fields from "tot lot" children's play areas.
- 9. NO alcoholic beverages are allowed in any City Facility. Violators are subject to citations and may lose the privilege to reserve City Facilities in the future. The Permit Holder is responsible for the Permit Holder, Permit Holder Parties and all invitees, attendees and participants.
- 10. NO fireworks, fires or charcoal or gas grills of any kind are allowed in City Facilities unless expressly authorized, in writing, in this permit.

APPENDIX D



City of West Jordan

Public Works Department 8030 S 4000 West West Jordan, Utah 84088

(801) 569-5700 Fax (801) 569-5709

Parks On-Call (801) 301-1833

Applicant/Permit Holder				
(Organization)	Type of Business	: Corporation	LLC Othe	or
Address, City, State, Zip				
Phone	E-mail			
Designated Representative: (Last)	(First)			
Alternate Representative: (Last)	(First)			
Address, City, State, Zip				
Phone:	E-mail			
Security Deposit	\$500/clubs; \$500/events per aren	a; and \$500/conce	ssions stand	\$500
Lighting	\$55 per hour. Two hour minimum			
Riding Clubs (West Jordan Youth Clubs receive 50% off)	\$600 Main arena with a maximum Additional sessions: Main Arena \$25 \$450 Practice arena with a maxim Additional sessions: Practice Arena \$15	num usage of 28 se		
Nonprofit Riding Club (West Jordan Youth Clubs receive 50% off)	\$300 Main arena with a maximum Additional sessions: Main Arena \$20 \$225 Practice arena with a maxim Additional sessions: Practice Arena \$15	num usage of 28 se		
Special Event (West Jordan Youth Clubs receive 50% off)	\$400 per 8 hour period main aren \$300 per 8 hour period practice a Ticketed events, fee per ticket (in	rena	ee) \$1.50	
Concession Stand	\$500 per 8 hour period	~		
Misc. Arena Rental Fee (West Jordan Youth Clubs receive 50% off)	\$65 per hour. Two hour minimum	,		
		GRAI	ND TOTAL DUE	\$
Reservation Date(s)	Start Time: Estimated A		End Time:	
Will food be served or prepared on-si	te? (please explain)			
Please print how reservation board sl	nould read			
"By my signature below, I certify that I am au bound by the terms of this Permit. I further c Policy, and the Applicant / Permit Holder her and regulations. Applicant / Permit Holder fu Additional City Services as defined in the We is not valid until executed by the City of West	ertify that I have read and accept the Permit beby agrees to comply with the same and all rither agrees to pay all required fees, deposi st Jordan Facility Use Policy. This Permit is	Terms and Conditions applicable federal, statusts, and costs, including	and the West Jorda e and local laws, ord but not limited to, the	n Facility Use linances, rules ne actual cost o
Signature:	Print Name:	D	ate:	
Facilities Signature:	Jim Riding, Facility Manage	er D	ate:	

APPENDIX E – SERVICE IN LIEU OF FEES

Lessee may be authorized by the City to perform services in lieu of cash payment, only if the following requirements are met:

- The services are to be performed by a civic volunteer, as defined by the City, who is not an employee or volunteer of the City for purposes of performing the services.
- The Lessee is obligated to inform the civic volunteer that he/she is not insured by the City for workers compensation or liability purposes and that the civic volunteer may be required to sign the release included in this Appendix.
- The Lessee is expected to provide all equipment, but under some circumstances use of City equipment may be approved by the Public Works Department, provided that: (a) the equipment is used only for the services being performed in lieu of fees; (b) the Public Works Department verifies that the civic volunteer is licensed, trained and qualified to operate and use said equipment; (c) the Public Works Department, in its sole discretion, is satisfied that the civic volunteer is qualified to perform the services; and (d) the civic volunteer executes a release in a form acceptable to the City Attorney.

APPENDIX F



CONCESSION PERMIT APPLICATION

City of West Jordan
Public Works Department
8030 S 4000 West
West Jordan, Utah 84088
(801) 569-5700
Parks On-Call (801) 301-1833

	Applicant/Permit Holder (Organization)	Type of Business:	Corporation LLC Other
	Address, City, State, Zip		
	Phone	E-mail	
	Designated Representative: (Last)	(First)	
lame:	Alternate Representative: (Last)	(First)	
ation N	Phone:	E-mail	
Organization Name	West Jordan Business License #	Federal Tax II	D#
0	Location		
	Soccer Complex Phase I, 7876 S. 4000 We (\$200 / day, 800 short season, \$2500 long seaso		Park, 5900 W. New Bingham Hwy 800 short season, \$2500 long season)
	Veterans Memorial Park, 1985 W. 7800 Soi (\$200 / day, 800 short season, \$2500 long seaso		on Park, 7000 S. 3200 West 800 short season, \$2500 long season)
	West Jordan Arena, 8035 S, 2200 West (\$5	00 / 8 hrs)	
	Is activity reoccurring? YES NO	If YES: Start D	ate: End Date:
		From	То
	Monday		
	Tuesday		F. 19 (82) 7
	Wednesday		
	Thursday		
Jate	Friday		
Expiration Date	Saturday	-	
Irat	Sunday		
K	Date(s) of activity if not reoccurring:		
	Policy Reminders: Water availability is limited and must be prea Table coverings and additional trash bags ar Vehicles ARE NOT allowed on sidewalks or Applicants are responsible for their own trash	e recommended. grass AT ANY TIME—NO EXCEPT	
ii.	"By my signature below, I certify that I am authorized to bound by the terms of this Permit. I further certify that Policy, and the Applicant / Permit Holder hereby agree	to sign as an agent of the Applicant / Pet I have read and accept the Permit Teres to comply with the same and all applees to pay all required fees, deposits, an Facility Use Policy. This Permit is only	ermit Holder, which Applicant / Permit Holder shall be ms and Conditions and the West Jordan Facility Use licable federal, state and local laws, ordinances, rules and costs, including but not limited to, the actual cost of
Date:	Signature:	Print Name:	Date:
ssue	Parks Signature:	Name / Title	Date:

OPEN BURNING/GRILLING

All guidelines of the 2006 International fire Code must be followed.

Guideline Summary:

- Fires in approved containers must be at least 15 feet from any structure. Charcoal and LP gas Barbeques are considered approved containers.
- Containers must be a minimum of 25 feet from any structure if the pile size is 3 feet or less in diameter and 2 feet or less in height.
- Each approved container must have a minimum of one portable fire extinguisher with a minimum 4-A rating.
- Bonfires are not allowed on city property.
- Fires must be attended at ALL times.

2006 International Fire Code:

SECTION 307

Open Burning and Recreational Fires

- 307.1 General. A person shall not kindle or maintain or authorize to be kindles or maintained any open burning unless conducted and approved in accordance with this section.
 - 307.1.1 Prohibited open burning. Open burning that is offensive or objectionable because of smoke or odor emission or when atmospheric conditions or local circumstances make such fires hazardous shall be prohibited.
- 307.2 Permit required. A permit shall be obtained from the fire code official in accordance with Section 105.6 prior to kindling a fire for recognized silviculture or range or wildlife management practices, prevention or control of disease or pests, or a bonfire. Application for such approval shall only be presented by and permits issued to the owner of the land upon which the fire is to be kindled.
 - 307.2.1 Authorization. Where required by state or local law or regulations, open burning shall only be permitted with prior approval from the state or local air and water quality management authority, provided that all conditions specified in the authorization are followed.
- 307.3 Extinguishment authority. The fire code official is authorized to order the extinguishment by the permit holder, another person responsible or the fire department of open burning that creates or adds to a hazardous or objectionable situation.
- 307.4 Location. The location for open burning shall not be less than 50 feet from any structure, and provisions shall be made to prevent the fire from spreading to within 50 feet of any structure. Exceptions:
 - 1. Fires in approved containers that are not less than 15 feet from a structure.

2.	The minimum required distance from a structure shall be 25 feet where the pile size is 3 feet or less in diameter and 2 feet or less in height.

APPENDIX H



SPECIAL EVENT PERMIT APPLICATION

City of West Jordan
Public Works Department
8030 S 4000 West
West Jordan, Utah 84088
(801) 569-5700
Parks On-Call (801) 301-1833

	Applicant/Permit Holder (Organization)	Type of Business:	Corporation LLC Other
	Address, City, State, Zip		
	Phone	E-mail	
	Designated Representative: (Last)	(First)	
vame:	Alternate Representative: (Last)	(First)	
ation N	Address, City, State, Zip		
Organization Name	Phone:	E-mail	
0	Date(s) of Event	Estimated Atter	ndance
	Event Time (Start/End)	# of Non Food	Vendors
	Set Up (Start/End)	# of Food Vend	lors
	Clean Up (Start/End)	# of Inflatables/	Rides
	Will you have amplified sound? YES / N Will the event have temporary structures		yes, please describe:
	Is this event open to the public? YES /	NO	
te:	Location (check one)		
ι Da	Soccer Complex Phase I, 7876 S. 4000	West Soccer Com	plex Phase II, 8070 S. 4000 West
Expiration Date	Veterans Memorial Park, 1985 W. 7800	South Ron Wood F	Park,
Expi	Constitution Park, 7000 S. 3200 West	Other:	
	Park Use Policy Reminders: Water availability is limited and must be Table coverings and additional trash bag Vehicles ARE NOT allowed on sidewalk	s are recommended	IONS!
	bound by the terms of this Permit. I further certify Policy, and the Applicant / Permit Holder hereby and regulations. Applicant / Permit Holder further	that I have read and accept the Permit Ten agrees to comply with the same and all appli agrees to pay all required fees, deposits, a ardan Facility Use Policy. This Permit is only	ermit Holder, which Applicant / Permit Holder shall be ms and Conditions and the West Jordan Facility Use icable federal, state and local laws, ordinances, rules nd costs, including but not limited to, the actual cost of y valid for the purposes expressly set forth herein and
ю ::	Signature:	Print Name:	Date:
Bate:	Admin Signature:	Julie Brown, Events Coordinat	or Date:
ssue	Department Signature:	Name/Title	Date:



SPECIAL EVENT FACT SHEET

to accompany a special event application

City of West Jordan Public Works Department 8030 S 4000 West West Jordan, Utah 84088 (801) 569-5700

Parks On-Call (801) 301-1833

Applicant/Permit Holder (Organization)		Type of Business: Corpor	ation LLC Other
Name of Event:			
Event Day Contact (ons	site facilitator):	C	cell Phone:
Date(s) of Event		Estimated Attendance	
Event Time (Start/End)		Set Up (Start/End)	
Clean Up (Start/End)			
VENDOR INFORMATION	ON		
Vendor Name	Contact Phone	Product in Booth	
	SUBMIT A SEPARATE SE	HEET IF YOU HAVE MORE BO	OOTHS
Location (check one)			
Soccer Complex Phase	se I, 7876 S. 4000 West	Soccer Complex Phas	se II, 8070 S. 4000 West
Veterans Memorial Pa	ark, 1985 W. 7800 South	Ron Wood Park,	
Constitution Park, 700	00 S. 3200 West	Other:	
 Table coverings and a Vehicles ARE NOT al All Vendors are requir Canopies or other structure The City of West Jord 	mited and must be prearranged wit additional trash bags are recomme llowed on sidewalks <u>or</u> grass AT A red to bag their own trash and put i uctures must be compliant with fire lan is not responsible for any lost, san up period will be considered about	nded NY TIME—NO EXCEPTIONS! In dumpster or cans code and inspected by the West of the code of the c	Jordan Fire Department
bound by the terms of this Pe Policy, and the Applicant / Pe and regulations. Applicant /	ermit. I further certify that I have read ermit Holder hereby agrees to comply Permit Holder further agrees to pay al lefined in the West Jordan Facility Use	and accept the Permit Terms and Col with the same and all applicable fede I required fees, deposits, and costs, in	r, which Applicant / Permit Holder shall be nditions and the West Jordan Facility Use ral, state and local laws, ordinances, rules ncluding but not limited to, the actual cost the purposes expressly set forth herein and
Signature:	Print Nar	me·	Date:

APPENDIX I – City of West Jordan Uniform Fee Schedule pages 9-11

http://www.wjordan.com/Files/Finance/Fee%20Schedule%20Approved%20July%2011,%202012.pdf

USE OF CITY PROPERTY FEE SCHEDULE

City Cemetery:	Fee:	
Cemetery Lot Sale	Resident \$570	Non-Resident \$710
Interment Service	\$455 per interment + \$75 fixed if s	weekdays
	\$455 per interment + \$200 f	ixed on weekends or holiday
Infant Interment Service		\$255 per intermen
Cremation		\$165 per cremation
Disinterment Service		\$650
Cemetery Certificate Replace / Transfer		\$10 each
Perpetual Care		\$220 per lo

Χ.	Park Reservations / Rodeo Arena / Sports Fields / City Buildings:	Fee:	
	Regional Parks - Residents		
		Large Pavilion	Small Pavilion
	Reservation - (5 hour period)	Groups under 200 \$70	\$50
		Groups over 200 \$150	\$100
	Setup/Cleanup Deposit	Groups over 200	\$500 surety deposit
	Sports Field Rental		\$50 / field / half day

Regional Parks - Non-Residents	i area Davilla	Constitution of the consti
December /F house and div	Large Pavilion	***************************************
Reservation (5 hour period)	Groups under 200 \$140	
	Groups over 200 \$300	
Setup/Cleanup	Crouns over 200 St	\$25/hr per worker with 2 hr. m 150 min. plus a \$500 surety depo
Field Rental	Gloups over 200 \$	\$250 / field / da
odeo Arena		\$250 / Neid / G
Lighting		\$55/hr with a 2 hr mi
	Main Arena - Per Season	
Riding Clubs (Season is Apr. 1 - Oct. 20) (West	\$600 up to 28 sessions	
Jordan youth groups - 50% off)	Additional session - \$25 each	
	Main Arena - Per Season	
Riding Clubs - Non-profit (Season is Apr. 1 - Oct. 20) (West	\$300 up to 28 sessions	
Jordan youth groups - 50% off)	Additional session - \$20 each	
	Main Arena - Per 8 hrs	
Special Events (West Jordan youth groups - 50% off)	<u>waiii Aleila - Fero ilis</u> \$400	\$30
Special Events (West Jordan youth groups - 30 % on)		ticket (in addt'n to rental fee) \$1
	Tickeled events, lee per	
Tractor with Driver		\$50/
Security Deposit (Refundable)		\$500 per event per are
Concessions		\$500 per concession sta
Misc. Arena Rental Fee (West Jordan youth groups - 50% off)		\$65/hr with a 2 hr mi
Resident League and ALL Tournament Fees		
	Resident Adult:	Resident Youth (18 years of a
	\$15 per hour per field *(Adult	and younger) groups (per hour
0	play is NOT allowed on the Wes	field): Baseball \$3.00, Footb
Sports Field RentalLeague Sports	Jordan Youth Soccer Complex	
	fields)	Fields by reservation or
		\$20.00 per hour per field + \$4
Sports Field Rental Tournament Sports (resident and non-residen	t	per day if over five fie
tournaments)		por day it of or into ito
League Security Deposit (Refundable)		\$500 per seas
Tournament Security Deposit when five or more fields are utilized	(Refundable)	\$2,500 per tourname
		Rental party to be invoiced
Additional Services requested beyond routine maintenance (to be	scheduled as staffing permits)	"time and materia
Lighting		\$55/hr with a 2 hr m
Lighting	Full Season (3 N	Month i.e., Soccer/Baseball) \$2,5
Snack Bar - Leagues		Short Season (Football) \$8
Snack Bar - Special Events		(Weekend Tournament) \$200/c
eague - Non-Resident		(Trodicina Tourismont) 9200.
		\$30.00 per hour p
Sports Field Rental League Sports		fie
		\$20.00 per hour p
Sports Field Rental Tournament Sports		field + \$400 per day if over t
Sports Field Rental Tournament Sports		field i 0400 per day ir over i
Lancia Carrièri Danacit (Defrandable)		\$500 per seas
League Security Deposit (Refundable)		
Additional Services requested beyond routine maintenance (to be	scheduled as staffing permits)	Rental party to be invoiced
· · · · · · · · · · · · · · · · · · ·		"time and materia
Lighting	E. 10. /0.	\$55/hr with a 2 hr m
Snack Bar - Leagues	Full Season (3 N	Nonth i.e., Soccer/Baseball) \$2,5
•		Short Season (Football) \$8
Snack Bar - Special Events	1	(Weekend Tournament) \$200/c
Neighborhood Park Reservation		No char
	No charge for City s	ponsored or City endorsed ever
Special Event Services		ed the full cost for each City serv

City Facility Buildings, and Room Renta		
	Resident	\$120 Refundable if no damag
Security Deposit all locations		and nothing missing
Security Deposit an resultation	Non-Resident	\$160 Refundable if no damage
		and nothing missing
Room 331 - maximum occupancy 13		
Observatory - maximum occupancy 15		
Schorr Gallery - maximum occupancy 19 Resident:		
		607 1 27 2 1 2 1 22
Weekdays 8 am - 5 pm (minimum 2 hours)		\$25 per hour (limited availability
Weekdays after 5 pm (minimum 2 hours)		\$45 per hour
Saturday, Sunday, Holiday (minimum 2 hours)		\$45 per hour
Non-Resident:		
Weekdays 8 am - 5 pm (minimum 2 hours)		\$45 per hour (limited availability
Weekdays after 5 pm (minimum 2 hours)		\$65 per hour
Saturday, Sunday, Holiday (minimum 2 hours)		\$65 per hou
City Hall Community Room - maximum occupancy 102 City Council Chambers - maximum occupancy 126 Justice Center Community Room - maximum occupancy 164		
Resident:		
Weekdays 8 am - 5 pm (minimum 2 hours)		S50 per hour (limited availability
Weekdays 8 am - 5 pm (minimum 2 hours) Weekdays after 5 pm (minimum 2 hours)		
Weekdays after 5 pm (minimum 2 hours)		\$90 per hou
Weekdays after 5 pm (minimum 2 hours) Saturday, Sunday, Holiday (minimum 2 hours)		\$90 per hou
Weekdays after 5 pm (minimum 2 hours) Saturday, Sunday, Holiday (minimum 2 hours) Non-Resident:		\$90 per hou \$90 per hou
Weekdays after 5 pm (minimum 2 hours) Saturday, Sunday, Holiday (minimum 2 hours) Non-Resident: Weekdays 8 am - 5 pm (minimum 2 hours)		\$90 per hour \$90 per hour \$80 per hour (limited availability
Weekdays after 5 pm (minimum 2 hours) Saturday, Sunday, Holiday (minimum 2 hours) Non-Resident:		\$50 per hour (limited availability \$90 per hour \$90 per hour \$80 per hour (limited availability \$120 per hour \$120 per hour
Weekdays after 5 pm (minimum 2 hours) Saturday, Sunday, Holiday (minimum 2 hours) Non-Resident: Weekdays 8 am - 5 pm (minimum 2 hours) Weekdays after 5 pm (minimum 2 hours) Saturday, Sunday, Holiday (minimum 2 hours)		\$90 per hou \$90 per hou \$80 per hour (limited availability \$120 per hou
Weekdays after 5 pm (minimum 2 hours) Saturday, Sunday, Holiday (minimum 2 hours) Non-Resident: Weekdays 8 am - 5 pm (minimum 2 hours) Weekdays after 5 pm (minimum 2 hours) Saturday, Sunday, Holiday (minimum 2 hours) Pioneer Hall - maximum occupancy 118		\$90 per hou \$90 per hou \$80 per hour (limited availability \$120 per hou
Weekdays after 5 pm (minimum 2 hours) Saturday, Sunday, Holiday (minimum 2 hours) Non-Resident: Weekdays 8 am - 5 pm (minimum 2 hours) Weekdays after 5 pm (minimum 2 hours) Saturday, Sunday, Holiday (minimum 2 hours) Pioneer Hall - maximum occupancy 118 Resident:		\$90 per hou \$90 per hou \$80 per hour (limited availability \$120 per hou \$120 per hou
Weekdays after 5 pm (minimum 2 hours) Saturday, Sunday, Holiday (minimum 2 hours) Non-Resident: Weekdays 8 am - 5 pm (minimum 2 hours) Weekdays after 5 pm (minimum 2 hours) Saturday, Sunday, Holiday (minimum 2 hours) Pioneer Hall - maximum occupancy 118 Resident: Daily 1/2 day 8 am - 2 pm		\$90 per hou \$90 per hou \$80 per hour (limited availability \$120 per hou \$120 per hou
Weekdays after 5 pm (minimum 2 hours) Saturday, Sunday, Holiday (minimum 2 hours) Non-Resident: Weekdays 8 am - 5 pm (minimum 2 hours) Weekdays after 5 pm (minimum 2 hours) Saturday, Sunday, Holiday (minimum 2 hours) Pioneer Hall - maximum occupancy 118 Resident: Daily 1/2 day 8 am - 2 pm Daily 1/2 day 2 pm - 12 am		\$90 per hou \$90 per hou \$80 per hour (limited availability \$120 per hou \$120 per hou \$150
Weekdays after 5 pm (minimum 2 hours) Saturday, Sunday, Holiday (minimum 2 hours) Non-Resident: Weekdays 8 am - 5 pm (minimum 2 hours) Weekdays after 5 pm (minimum 2 hours) Saturday, Sunday, Holiday (minimum 2 hours) Pioneer Hall - maximum occupancy 118 Resident: Daily 1/2 day 8 am - 2 pm Daily 1/2 day 2 pm - 12 am Daily fullday 8 am - 12 am		\$90 per hou \$90 per hou \$80 per hour (limited availability \$120 per hou \$120 per hou \$150
Weekdays after 5 pm (minimum 2 hours) Saturday, Sunday, Holiday (minimum 2 hours) Non-Resident: Weekdays 8 am - 5 pm (minimum 2 hours) Weekdays after 5 pm (minimum 2 hours) Saturday, Sunday, Holiday (minimum 2 hours) Pioneer Hall - maximum occupancy 118 Resident: Daily 1/2 day 8 am - 2 pm Daily 1/2 day 2 pm - 12 am Daily fullday 8 am - 12 am Non-Resident:		\$90 per hou \$90 per hou \$80 per hour (limited availability \$120 per hou \$120 per hou \$150 \$200
Weekdays after 5 pm (minimum 2 hours) Saturday, Sunday, Holiday (minimum 2 hours) Non-Resident: Weekdays 8 am - 5 pm (minimum 2 hours) Weekdays after 5 pm (minimum 2 hours) Saturday, Sunday, Holiday (minimum 2 hours) Pioneer Hall - maximum occupancy 118 Resident: Daily 1/2 day 8 am - 2 pm Daily 1/2 day 2 pm - 12 am Daily fullday 8 am - 12 am Non-Resident: Daily 1/2 day 8 am - 2 pm		\$90 per hou \$90 per hou \$80 per hour (limited availability \$120 per hou \$120 per hou \$150 \$200 \$350
Weekdays after 5 pm (minimum 2 hours) Saturday, Sunday, Holiday (minimum 2 hours) Non-Resident: Weekdays 8 am - 5 pm (minimum 2 hours) Weekdays after 5 pm (minimum 2 hours) Saturday, Sunday, Holiday (minimum 2 hours) Pioneer Hall - maximum occupancy 118 Resident: Daily 1/2 day 8 am - 2 pm Daily 1/2 day 2 pm - 12 am Daily fullday 8 am - 12 am Non-Resident:		\$90 per hour \$90 per hour \$80 per hour (limited availability \$120 per hour \$120 per hour \$150

APPENDIX J



VENDOR APPLICATION

City of West Jordan

8000 South Redwood Road West Jordan, Utah 84088 (801) 569-5100 Fax (801) 565-8978

Every vendor is responsible for his/her own trash clean-up. City employees working throughout the park are not responsible for your booth debris and/or items. THERE IS NO DRIVING ON SIDE-WALKS OR GRASS ALLOWED. Police officers and city employees will be enforcing these restrictions. The City is not responsible for any lost or stolen property.

Booth Type:	Food	Commercial	☐ Nonprofit ☐ Art/Craft	
Event Name:_			Event Date:	
Type of Produc	cts:			
Company/Boot	th Name:			
Responsible Pe	erson:		Title:	
Email:			Phone:	
Mailing Addres	ss:			
City/State:			Zip:	
West Jordan Fa form other ope relationship of shall I or any of shall be solely West Jordan is	erators present the City and th ther operator b responsible for not responsibl	y. I agree that I will co in my booth of such the event shall be that the considered an offic participation in the e the for stolen property,	contact and read, and understand the City omply with all event regulations and I will i regulations. I understand and agree that the of independent contractor(s) and in no ever, agent, servant or employee of the City event and I understand and agree the City of injuries, liability claims or action arising or ase the City from such liability and claims.	in- ne ent I of
Print Name:			Date:	
Signature:			Title	